



MEGA FIRST CORPORATION BERHAD

(Registration No. 196601000210 (6682-V))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING OF MEGA FIRST CORPORATION BERHAD (“MFCB” OR “COMPANY”) (“EGM”)

- Date** : Thursday, 27 May 2021
- Time** : 11.00 a.m. or immediately following the conclusion or adjournment of the 55th Annual General Meeting of MFCB, whichever is later
- Broadcast Venue** : Conference Room, A-12-01 Level 12, Block A, PJ8, No. 23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Dear shareholders of MFCB (“**Shareholders**”),

In light of the Coronavirus Disease 2019 (COVID-19) pandemic and Government of Malaysia’s official guidance on social distancing, the EGM will be conducted in a fully virtual manner through live streaming and online remote voting via the Remote Participation and Electronic Voting (“**RPEV**”) Facilities at <https://web.lumiagm.com>.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual EGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote Shareholders’ participation. With the RPEV Facilities, you may exercise your right as a member of our Company to participate (including to pose questions to the Board of Directors and/or Management of our Company) and vote remotely at the EGM. Alternatively, you may also appoint the Chairman of the EGM as your proxy to attend and vote on your behalf at the EGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the EGM is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.

Digital copies of documents

As part of our commitment to environmental sustainability, the following documents in relation to the proposed share split involving the subdivision of every 1 existing ordinary share in MFCB (“**MFCB Share**”) held into 2 subdivided MFCB Shares (“**Proposed Share Split**”) are available for viewing and downloading from the websites of our Company and Bursa Malaysia Securities Berhad at www.mega-first.com and www.bursamalaysia.com respectively:

1. Circular to Shareholders in relation to the Proposed Share Split which includes the Notice of EGM and Form of Proxy (“**Circular**”); and
2. Administrative Guide for the EGM.

Should you require a printed copy of the Circular, you may submit your request to our Share Registrar, Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”) through telephone at 603-78904700 or email at bsr.helpdesk@boardroomlimited.com. You may also submit the Request Form which can be viewed and downloaded from the website of our Company at www.mega-first.com.

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Alternatively, you may view and download the Circular, Administrative Guide for the EGM and Request Form by scanning the QR Code below:



SCAN HERE

Although the Movement Control Order imposed by Government of Malaysia has been eased, upon receipt of your request, please expect some delays in the delivery of the printed copy of the Circular which will be delivered to you once they are made available to our Company.

Broadcast Venue

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the EGM to be present at the main venue of the EGM. Shareholders **ARE NOT ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the EGM. Shareholders whom turn up at the Broadcast Venue would be requested to leave the Broadcast Venue politely.

Entitlement to participate in the EGM

Only members whose names appear in the Record of Depositors of our Company as at **20 May 2021** shall be entitled to attend the EGM or appoint proxy(ies) to attend on his/her behalf.

Form of Proxy

If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the EGM as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

If you wish to do so, you must complete and deposit the Form of Proxy in accordance with the instructions thereon so as to arrive at the registered office of our Company at A-12-01 Level 12, Block A, PJ8, No. 23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia, or alternatively, deposit electronically via Boardroom Smart Investor Portal at <https://boardroomlimited.my> by logging in and selecting "E-PROXY LODGEMENT" by **11.00 a.m. on 25 May 2021** which is not less than 48 hours before the time appointed for holding the EGM.

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Revocation of proxy(ies)

If you have deposited your Form of Proxy and subsequently decide to appoint another person or participate in the EGM yourself, please write in to bsr.helpdesk@boardroomlimited.com by **11.00 a.m.** on **25 May 2021** which is not less than 48 hours before the time appointed for holding the EGM to revoke the appointment of your proxy(ies).



Voting procedures

In accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the EGM will be conducted by poll. Poll administrator and Independent Scrutineer will be appointed to conduct the polling process and verify the results of the poll respectively.

Procedures for the RPEV Facilities

Procedure	Action
Before the day of the EGM	
1. Register online as a user with Boardroom Smart Investor Portal	<p><i>[Note: If you are already a user of Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none">Access the website at https://boardroomlimited.my.Click <<Login>> and click <<Register>> to sign up as a user.Complete registration and upload softcopy of MyKAD (front and back) or Passport.Enter a valid email address.Your registration will be verified and approved within 1 business day and an email notification will be provided.
2. Submit request for remote participation	<p>Registration for remote access will open on 28 April 2021. Please note that the closing time to submit your request is at 11.00 a.m. on 25 May 2021 (48 hours before the commencement of the EGM).</p> <p>Individual Members</p> <ol style="list-style-type: none">Log in to https://boardroomlimited.my.Select "Hybrid/Virtual Meeting" from main menu and select the correct corporate event "MFCB Virtual EGM".Enter your Central Depository System ("CDS") Account Number.Read and agree to the terms & conditions and thereafter submit your request. <p>Corporate Shareholders</p> <ol style="list-style-type: none">Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none">Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Form of Proxy to submit the request.Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.

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Procedure		Action
3.	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>b. Upon system verification against the Record of Depositors of our Company as at 20 May 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.</p>
On the day of the EGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login 1 hour before the commencement of the EGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> ➤ Download the free Lumi EGM application from Apple App Store or Google Play Store; ➤ Scan the QR Code provided in the email notification; or ➤ Navigate to the website at https://web.lumiEGM.com/. <p>c. Insert the Meeting ID Number and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate through live streaming	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman of the EGM to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the EGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Online remote voting	<p>a. Once voting has been opened, the polling icon will appear with the resolution and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
7.	End of remote participation	Upon the announcement by the Chairman of the EGM on the closure of the EGM, the live webcast will end and the messaging window will be disabled.

No door gifts/vouchers/food & beverages

There will be no distribution of door gifts, vouchers or food & beverages for Shareholders/proxies who participate in the EGM. The Board of Directors of our Company would like to thank all members for their co-operation and understanding in these challenging times.

No recording or photography

No recording or photography of the EGM proceedings is allowed without the prior written permission of our Company.

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Enquiries

If you have any enquiries prior to the EGM, please contact Boardroom via the following contact details during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), you have consented to the use of such data for purposes of processing and administration by our Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. You agree that you will indemnify our Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of any breach of warranty.