



## MEGA FIRST CORPORATION BERHAD

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

### Administrative Guide

#### Mega First Corporation Berhad

#### 57<sup>th</sup> Annual General Meeting (“MFCB” or “Company”) (57<sup>th</sup> AGM)

Day and Date	: Wednesday, 24 <sup>th</sup> May 2023
Time	: 10.00 a.m.
Broadcast Venue	: Conference Room, A-12-01- Level 12, Block A, PJ8, No.23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor Darul Ehsan
Online Meeting Platform	: TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>

#### **Mode of Meeting**

1. MFCB continues to leverage on technology to facilitate communications with its shareholders by allowing easier and more efficient access for them to attend the 57<sup>th</sup> AGM virtually through live streaming and Remote Participation and Electronic Voting (“RPV”) facilities. The conduct of the virtual AGM is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022.
2. In addition, in line with Guidance Note 13.3 of the Malaysian Code on Corporate Governance, by conducting a virtual general meeting, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation.
3. You may exercise your right as a shareholder of the Company to attend, participate (including pose questions to the Board/Management of the Company) and vote at the 57<sup>th</sup> AGM remotely by using the RPV facilities.
4. 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 meeting to be present at the main venue of the meeting. Shareholders WILL NOT BE ALLOWED to attend the 57<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

#### **Entitlement to Participate in the AGM**

Only members whose names appear in the Record of Depositors of our Company as at 17 May 2023 shall be entitled to attend the AGM or appoint proxy(ies) to attend on his/her behalf

#### **Remote Participation and Voting (“RPV”)**

1. As no shareholders should be physically present at the Broadcast Venue, we urge all shareholders to attend the 57<sup>th</sup>AGM remotely using the RPV facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”)’s digital platform, TIIH Online at <https://tiih.online>.

2. Shareholders who appoint proxy(ies) or authorized representative(s) or attorney(s) to participate at the 57<sup>th</sup> AGM via the RPV must request his/her proxy(ies) or authorized representative(s) or attorney(s) to register himself/herself for RPV at TIIH Online at <https://tiih.online>. Please refer to the Procedure for RPV contained herein for more information.
3. As the 57<sup>th</sup> AGM is a virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

## PROCEDURE FOR RPV

Procedures for RPV Shareholders/proxies/corporate representatives/attorneys who wish to participate at the 57<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>● Access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select <b>“Create Account by Individual Holder”</b>. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>● Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>● If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request for RPV registration	<ul style="list-style-type: none"> <li>● Registration is opened from Tuesday, 25 April 2023 until the day of 57<sup>th</sup> AGM on Wednesday, 24 May 2023. Shareholder(s) or Proxy(ies) or Corporate representative(s) or attorney(s) are required to pre-register their attendance for the 57<sup>th</sup>AGM for verification of their eligibility to attend the 57<sup>th</sup> AGM using the RPV.</li> <li>● Login in with your user ID and password and select the corporate event: <b>“(REGISTRATION) MEGA FIRST CORPORATION BERHAD 57<sup>TH</sup> AGM”</b>.</li> <li>● Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>● Select “Register for Remote Participation and Voting”.</li> <li>● Review your registration and proceed to register.</li> <li>● System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>● After verification of your registration against the General Meeting ROD as at <b>17 May 2023</b>, the system will send you an <b>e-mail after 22 May 2023 to confirm the approval or rejection of your registration for remote participation.</b></li> </ul>

		<i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i>
<b>ON THE AGM DAY</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>● Login with your user ID and password for remote participation at 57<sup>th</sup> AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of 57<sup>th</sup> AGM at 10.00 a.m. on Wednesday, 24 May 2023.</li> </ul>
(d)	Participate through Live Streaming <u>Recommended Requirement for Live Streaming</u> Browser: Chrome or Firefox Internet Bandwidth: Minimum of 5 Mbps	<ul style="list-style-type: none"> <li>● Select the corporate event: “<b>(LIVE STREAMING MEETING) MEGA FIRST CORPORATION BERHAD 57<sup>TH</sup> AGM</b>” to engage in the proceedings of the meeting remotely.</li> <li>● If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will try to respond to relevant questions submitted by remote participants during the 57<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>● Voting session commences from Wednesday, 24 May 2023 at 10.00 a.m. until a time when the Chairperson announces the completion of the voting session at the 57<sup>th</sup> AGM venue.</li> <li>● Select the corporate event: “<b>(REMOTE VOTING) MEGA FIRST CORPORATION BERHAD 57<sup>TH</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>● Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>● Select the CDS account that represents your shareholdings.</li> <li>● Indicate your votes for the resolutions that are tabled for voting.</li> <li>● Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	Upon the announcement by the Chairperson on the Conclusion of the 57 <sup>th</sup> AGM, the Live Streaming will end.

**Note to users of the RPV facilities:**

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the user and the computer.
3. In the event the user encounters issues with the log-in, steps to connect to live streaming and online voting, the user can call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## Appointment of Proxy or Corporate Representative or Attorney

1. The instrument appointing a proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM or at any adjournment thereof:

**a) In hard copy form**

In the case of an appointment is made in hard copy form, the Form of Proxy must be deposited at the registered office of the Company situated at A-12-01, Level 12, Block A, PJ8, 23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

**b) By electronic means**

In the case of an appointment is made by electronic means, the Form of Proxy must be electronically deposited at <https://tiih.online>. Please refer to the Procedure for Electronic Lodgement of Form of Proxy stated in the Administrative Guide for the AGM.

2. Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative with Tricor at the address contained herein not later than Monday, 22<sup>nd</sup> May 2023 at 10.00 a.m to participate via RPV in the 57<sup>th</sup> AGM.
3. Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor at the address contained herein not later than Monday, 22<sup>nd</sup> May 2023 at 10.00 a.m.to participate via RPV in the 57<sup>th</sup> AGM.

## **PROCEDURE FOR ELECTRONIC LODGEMENT OF FORM OF PROXY**

	Procedure	Action
<b>i</b>	<b><u>Steps for Individual Shareholder</u></b>	
a	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
b	Proceed with submission of e-Proxy Form	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li><li>• Select the corporate event: “) <b>MEGA FIRST CORPORATION BERHAD 57<sup>TH</sup> AGM - Submission of Proxy Form</b>”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairperson as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print e-proxy form for your record.</li></ul>

ii	<b><u>Step for corporation or institutional shareholder</u></b>	
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
b	Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate exercise name: <b>“) MEGA FIRST CORPORATION BERHAD 57<sup>TH</sup> AGM - Submission of Proxy Form”</b></li> <li>▪ Agree to the Terms &amp; Conditions and Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Submit the proxy appointment file.</li> <li>▪ Login to TIIH Online, select corporate exercise name: <b>“MEGA FIRST CORPORATION BERHAD 57<sup>TH</sup> AGM - Submission of Proxy Form”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>

**Pre-meeting Submission of Questions to the Board of Directors**

To administer the proceedings of the 57<sup>th</sup> AGM orderly, shareholders may, in advance of the 57<sup>th</sup> AGM, submit questions to the Board. To do so, please proceed to TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose your questions and submit electronically no later than Monday, 22 May 2023 at 10.00 a.m. The responses to these questions will be shared during the 57<sup>th</sup> AGM.

**Door gifts:**

There will be no door gifts for shareholders and proxies who participate remotely in the 57<sup>th</sup> AGM.

**Voting Procedure:**

1. The voting at the 57<sup>th</sup> AGM will be conducted on a poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (“e-voting”) and Scrutineers Solution Sdn Bhd as Scrutineers to verify the poll results.

- Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 57<sup>th</sup> AGM on Wednesday, 24 May 2023 at 10.00 a.m. and before the end of the voting session which will be announced by the Chairperson of the meeting. Upon completion of the voting session for the 57<sup>th</sup> AGM, the Scrutineers will verify, and the Chairperson will declare whether the resolutions are duly passed.

**Annual Report:**

- The Company's Annual Report are available at the Company's website: <http://www.mega-first.com> and [www.bursamalaysia.com](http://www.bursamalaysia.com) respectively. Alternatively, you may view and download the Annual Report by scanning the QR Code below.



- You may request for a printed copy of the annual report at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services".
- Nevertheless, we hope you would consider the environment before you decide to print the above reports or request for the printed copy of the AR 2022. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

**AGM Enquiry:**

If you have any enquiry in relation to printed copy, Form of Proxy and RPV facilities/ Virtual AGM prior to the meeting, please contact our Poll Administrator during office hours as follow:

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia	<b>Telephone Number</b>	
	<b>General Line</b>	+603-2783 9299
	<b>Fax Number</b>	+603-2783 9222