



## MEGA FIRST CORPORATION BERHAD

(Registration No. 196601000210 (6682-V))

(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

#### 58<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”) OF MEGA FIRST CORPORATION BERHAD (“MFCB” OR “COMPANY”)

Day and Date	: Tuesday, 21 <sup>st</sup> May 2024
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	: Securities Services e-Portal at <a href="https://sshsb.net.my/">https://sshsb.net.my/</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 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 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 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 14 May 2024 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 AGM remotely using the RPV facilities which are available on Securities Services e-Portal at <https://sshsb.net.my/>.
2. Shareholders who appoint proxy(ies) or authorized representative(s) or attorney(s) to participate at the AGM via the RPV must request his/her proxy(ies) or authorized representative(s) or attorney(s) to register himself/herself for RPV on Securities Services e-Portal at <https://sshsb.net.my/>. Please refer to the Annexure A for the procedure for RPV contained herein for more information.
3. As the 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**

Kindly refer to Annexure A for information on RPV procedures to enable your participation in the AGM through live streaming and online remote voting.



### WHAT IS Securities Services e-Portal?

**Securities Services e-Portal** is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to -

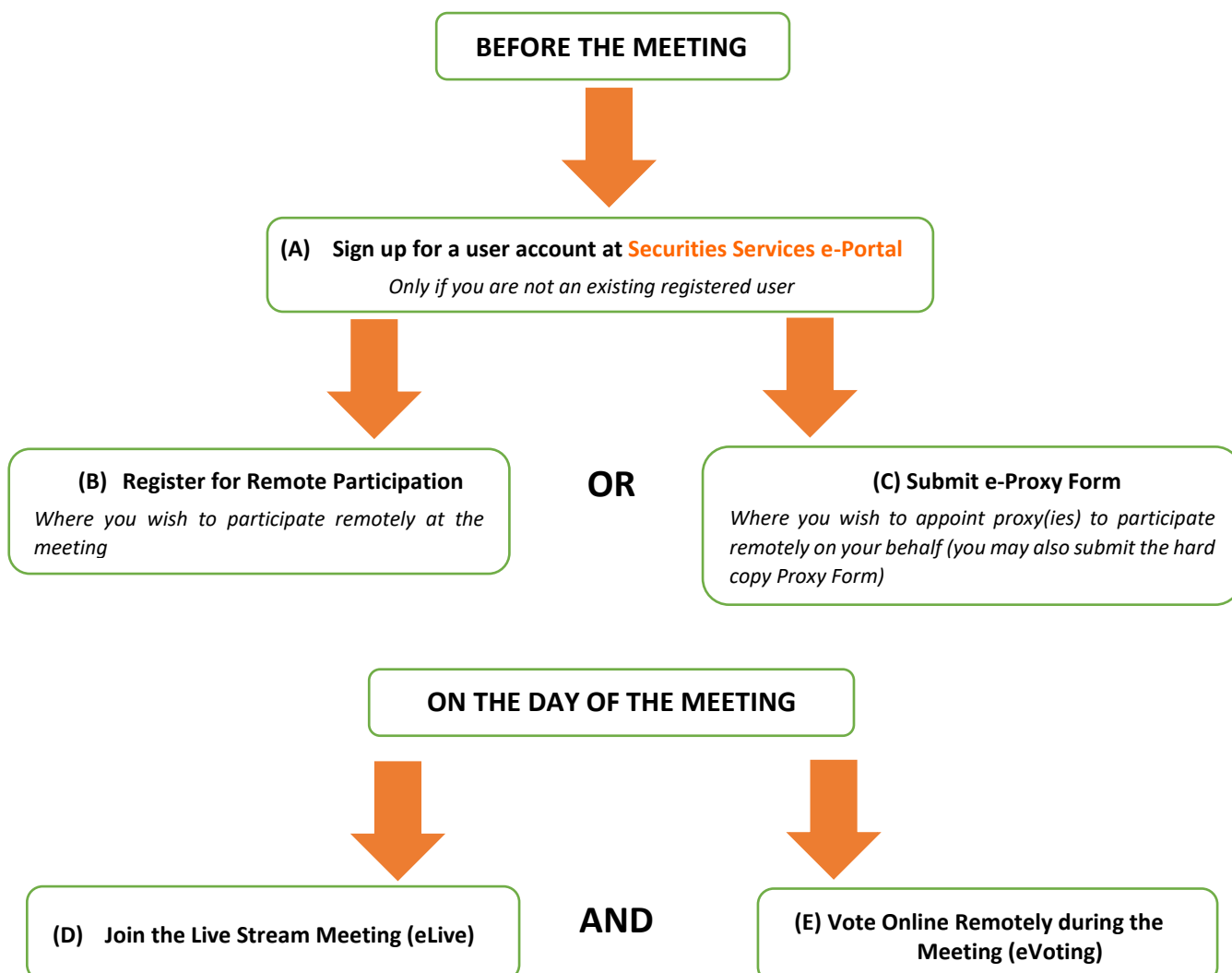
- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings (referred to as “e-Services”)

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Mega First Corporation Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

Please note that the e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari.

### REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Ms. Rachel Ou (DID: +603 2084 9161) or Cik. Nur Syazana (DID: +603 2084 9212) or our general line (DID: +603 2084 9000) to request for e-Services Assistance during our office hours on Monday to Friday from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. Alternatively, you may email us at [eservices@sshb.com.my](mailto:eservices@sshb.com.my).



## BEFORE THE MEETING

### (A) Sign up for a user account at **Securities Services e-Portal**

<p>Step 1 Visit <a href="https://sshsb.net.my/">https://sshsb.net.my/</a></p> <p>Step 2 Sign up for a user account</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in</p>	<ul style="list-style-type: none"> <li>• <b>This is a ONE-TIME registration.</b> If you already have a user account, you need not register again.</li> <li>• Your email address is your User ID.</li> <li>• Please proceed to either (B) or (C) below once you are a registered user.</li> </ul>
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### ALL SHAREHOLDERS MUST REGISTER AS A USER BY **16 MAY 2024**

### (B) Register for Remote Participation

Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Tuesday, 21 May 2024 at 10:00 a.m.	Sunday, 19 May 2024 at 10:00 a.m.

- Log in to <https://sshsb.net.my/> with your registered email and password.
- Look for **Mega First Corporation Berhad** under Company Name and **58th AGM on 21 May 2024 at 10:00 a.m. – Registration for Remote Participation** under Event and click “>” to register for remote participation at the meeting.

- Step 1 Check if you are attending as –
- Individual shareholder
  - Corporate or authorised representative of a body corporate
- For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.*

Step 2 Submit your registration.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- Your registration will apply to **all the CDS account(s)** of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
- As the meeting will be conducted on a virtual basis, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

### (C) Submit e-Proxy Form

Meeting Date and Time	Proxy Form Submission Closing Date and Time
Tuesday, 21 May 2024 at 10:00 a.m.	Sunday, 19 May 2024 at 10:00 a.m.

- Log in to <https://sshsb.net.my/> with your registered email and password.
- Look for **Mega First Corporation Berhad** under Company Name and **58th AGM on 21 May 2024 at 10:00 a.m. – Submission of Proxy Form** under Event and click “>” to submit your proxy forms online for the meeting by the submission closing date and time above.

- Step 1 Check if you are submitting the proxy form as –
- Individual shareholder
  - Corporate or authorised representative of a body corporate
- For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara,*

*Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above .*

Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).

**You may appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.**

Step 3 Proceed to indicate how your votes are to be casted against each resolution.

Step 4 Review and confirm your proxy form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **My Records** (refer to the left navigation panel).
- You need to submit your e-Proxy Form for **every CDS account(s)** you have or represent.

#### PROXIES

**All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by 16 MAY 2024. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY.** Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a virtual basis.

### ON THE DAY OF THE MEETING

Log in to <https://sshsb.net.my/> with your registered email and password

#### (D) Join the Live Stream Meeting (eLive)

Meeting Date and Time	eLive Access Date and Time
Tuesday, 21 May 2024 at 10:00 a.m.	Tuesday, 21 May 2024 at 09:30 a.m.

➤ Look for **Mega First Corporation Berhad** under Company Name and **58th AGM on 21 May 2024 at 10:00 a.m. - Live Stream Meeting** under Event and click ">" to join the meeting.

- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/Management/relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

#### (E) Vote Online Remotely during the Meeting (eVoting)

Meeting Date and Time	eVoting Access Date and Time
Tuesday, 21 May 2024 at 10:00 a.m.	Tuesday, 21 May 2024 at 10:00 a.m.

➤ If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.  
OR  
➤ If you are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look for **Mega First Corporation Berhad** under Company Name and **58th AGM on 21 May 2024 at 10:00 a.m. - Remote Voting** under Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the meeting.

Step 1 Cast your votes by clicking on the radio buttons against each resolution.

Step 2 Review your casted votes and confirm and submit the votes.

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close as directed by the Chairman of the meeting.
- A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).