



KIM HIN JOO (MALAYSIA) BERHAD
Registration No. 197801000642 (37655-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS

VIRTUAL FORTY-SECOND ANNUAL GENERAL MEETING (“42nd AGM”)

Day and Date : **Tuesday, 30 May 2023**
Time (Malaysia time) : **10.00 a.m.**
Broadcast Venue : **12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia**
Meeting Platform : **<https://meeting.boardroomlimited.my>**

Dear Shareholders,

Greeting from Kim Hin Joo (Malaysia) Berhad!

Mode of Meeting

The 42nd AGM will be conducted entirely through live streaming from the Broadcast Venue and online remote voting (collectively referred hereinafter as “online 42nd AGM” or “virtual 42nd AGM”), in accordance with the best practices given the current circumstances. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia including any amendment that may be made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the general meeting and in accordance with Clause 66 of the Company’s Constitution which allows a meeting of members to be held at more than one venue, using any technology or method that enables the members of the Company to participate at the general meeting. Members/proxies/corporate representatives **will not be allowed** to physically present nor be admitted at the Broadcast Venue on the day of the 42nd AGM.

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Online Request for Printed Report(s)

Go digital and go paperless to help our environment.

As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from Bursa Malaysia Securities Berhad's website or the Company's website. Please access the online softcopy through your device by scanning the QR code below for the:

- Annual Report 2022
- Corporate Governance Report 2022
- Notice of the 42nd AGM and Proxy Form
- Circular on Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed New Shareholders' Mandate for Additional Recurrent Related Party Transactions of a Revenue or Trading Nature ("RRPT Circular")



Should you require a hard copy of the Annual Report 2022 and/or RRPT Circular, you may submit your request by completing the attached Request Form and returning the same to our office by ordinary mail, fax or email, in accordance with the recipient details as provided therein. All the required information must be provided accurately. The Annual Report 2022 and/or RRPT Circular will be delivered as soon as reasonably practicable upon the receipt of your request.

Voucher

There will be a **Voucher worth RM50.00 for shareholders/proxies who participate in the AGM.**

Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors on **23 May 2023** (General Meeting Record of Depositors) shall be eligible to participate in the 42nd AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

Lodgement of Form of Proxy

Shareholders are encouraged to go online, participate, and vote at the 42nd AGM using remote participation and electronic voting facilities. If you are not able to participate in the online AGM, you can appoint your proxy or the Chairman of the meeting as your proxy and indicate the voting instructions in the proxy form. The appointment of proxy may be made in a hard copy form or by electronic means, not less than forty-eight (48) hours before the time for holding the 42nd AGM, as follows:-

1. In Hard Copy Form

You may download the Form of Proxy from our website at <https://www.khj-my.com>.

Please ensure that the original Form of Proxy is deposited at the Share Registrar's office of the Company, Boardroom Share Registrars Sdn. Bhd. ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

We do not acknowledge receipt of the Form of Proxy.

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2. By Boardroom Smart Investor Portal (“BSIP”)

Step 1 – Register Online with BSIP (for first time registration only)

Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 – eProxy Lodgement.

- a. Access website at <https://investor.boardroomlimited.com>.
- b. Click “**REGISTER**” to sign up as a user.
- c. Please select the correct account type i.e. sign up as “**Shareholder**” or “**Corporate Holder**”.
- d. Complete registration and upload softcopy of your MyKAD (front and back) (for Malaysian) or Passport (for foreigner). For Corporate Holder, please upload the authorisation letter (template available) as well. Click “**Sign Up**”.
- e. Please enter a valid email address/ mobile number and wait for Boardroom’s email verification to complete the registration.
- f. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – eProxy Lodgement

For Individual/ Corporate Shareholder

- Access website at <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**KIM HIN JOO (MALAYSIA) BERHAD (42ND) VIRTUAL ANNUAL GENERAL MEETING**” from the list of Meeting Event and click “**ENTER**”.
- Click on “**Submit eProxy Form**”.
- Select the company you would like to be represented (if more than one), for Corporate Shareholder.
- Enter your CDS Account Number and indicate the number of securities.
- Appoint your proxy(ies) or the Chairman of the meeting.
- Read the terms & conditions and confirm the Declaration by clicking “**Next**”
- Enter the required particulars of your proxy(ies)
- Indicate your voting instructions – “**FOR**” or “**AGAINST**” or “**ABSTAIN**”, otherwise your proxy(ies) will decide your votes.
- Review and confirm your proxy(ies) appointment.
- Click “**APPLY**”.

For Authorised Nominee and Exempt Authorised Nominee

- Access website at <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**KIM HIN JOO (MALAYSIA) BERHAD (42ND) VIRTUAL ANNUAL GENERAL MEETING**” from the list of Meeting Event and click “**ENTER**”.
- Click on “**Submit eProxy Form**”.
- Select the company you would like to represent (if more than one).
- Proceed to download the file format for “**Submission of Proxy Form**” from BSIP.
- Prepare the file for the appointment of proxies by inserting the required data.
- Proceed to upload the duly completed proxy appointment file.
- Review and confirm your appointment and click “**Submit**”.
- Download or print the eProxy form as acknowledgement.

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Note: If you are the authorised representatives for more than one (1) authorised nominee / exempt authorised nominee/corporate shareholder, kindly click the home button and select “Edit Profile” in order to add company name.

Revocation of Proxy

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our virtual 42nd AGM by yourself, please write into bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the 42nd AGM. On revocation, your proxy(ies) will not be allowed to participate in the 42nd AGM. In such an event, you should advise your proxy accordingly.

Voting Procedure

1. The voting will be conducted by-poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.
2. During the online 42nd AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purposes of this online 42nd AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
4. There are 2 methods for members, proxies and corporate representatives to vote remotely. The methods are:-
 - a. Use QR Scanner Code given to you in the email along with your remote participation user ID and Password; **OR**
 - b. Go to the website with URL <https://meeting.boardroomlimited.my>.
5. The Independent Scrutineer will verify the poll result reports upon the closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to the vote were successfully carried or otherwise.
6. In accordance with the Company's Constitution, members are entitled to vote at the online 42nd AGM either personally or by proxy, based on the General Meeting Record of Depositors. Any eligible Voting Member unable to participate electronically is entitled to appoint a proxy to participate in the online 42nd AGM instead.

Remote Participation and Electronic Voting (“RPEV”) and Steps for Registration for RPEV

1. Please note that the RPEV is available to:-
 - (i) Individual shareholder;
 - (ii) Corporate shareholder;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee.
2. You will be able to view a live webcast of the 42nd AGM proceedings, pose questions to the Board of Directors (“Board”), and submit your votes in real-time whilst the meeting is in progress.

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3. Kindly follow the steps below on how to request for a Login ID and Password to participate the online 42nd AGM:-

Before the day of 42nd AGM	
Step 1 – Register Online with BSIP (for first-time registration only) <i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit request for Remote Participation User ID and Password.]</i>	
- Access website at https://investor.boardroomlimited.com. - Click “REGISTER” to sign up as a user. - Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”. - Complete registration and upload a softcopy of your MyKAD (front and back) (for Malaysian) or Passport (for foreigner). For Corporate Holder, please upload the authorisation letter (template available) as well. Click “Sign Up”. - Please enter a valid email address/ mobile number and wait for Boardroom’s email verification to complete the registration. - Your registration will be verified and approved within one (1) business day and an email notification will be provided.	
Step 2 – Submit Request for Remote Participation User ID and Password <i>[Note: The registration for remote access will be opened on 28 April 2023 (Date of Notice of 42nd AGM) and will be closed on Sunday, 28 May 2023 at 10.00 a.m. [forty-eight (48) hours before the time for holding the 42nd AGM].]</i>	
Individual/ Corporate Shareholder - Login to https://investor.boardroomlimited.com using your User ID and Password above. - Select “KIM HIN JOO (MALAYSIA) BERHAD (42ND) VIRTUAL ANNUAL GENERAL MEETING” from the list of Meeting Event and click “ENTER”. - Click on “Register for RPEV” - Enter your CDS Account. - Read and accept the terms & conditions by clicking “Register”.	
Corporate Shareholder, Authorised Nominee, and Exempt Authorised Nominee - Write into 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 the Corporate Representative’s MyKad (Front and Back) (for Malaysian) or Passport (for foreigner) as well as his/her email address.	
- You will receive notification(s) from Boardroom that your request has been received and is being verified. - Upon system verification against the General Meeting Record of Depositories as of 23 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. - You will also receive your remote access meeting ID, user ID, and password along with the email from Boardroom if your registration is approved. - Please note that the closing time to submit your request is on Sunday, 28 May 2023 at 10.00 a.m.	

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On the day of the 42nd AGM	
Step 3 – Login to Meeting Platform, Participation through Live Streaming and Online Remote Voting	
<i>[Please note that the quality of the connectivity to Meeting Platform for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]</i>	
- The Meeting Platform will be open for login starting an hour (1 hour) before the commencement of 42nd AGM at 9.00 a.m. on Tuesday, 30 May 2023. - Follow the steps given to you in the email along with your remote access user ID and password to login to the Meeting Platform (Refer to Step 2(c) above). - The steps will also guide you on how to view live webcast, pose questions, and vote. - If you like to view the live webcast, select the broadcast icon. - If you would like to ask a question during the 42nd AGM, select the messaging icon. Type your message within the chatbox, once completed click the send button. - Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. To vote, please select your voting direction from the options provided. - The live webcast will end the moment the Chairman announces the closure of the 42nd AGM. - You can now logout from Meeting Platform.	

Participation through Live Webcast, Question and Voting at the online 42nd AGM

The Chairman and the Board will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 42nd AGM, as well as financial performance/prospect of the Company.

Individual members may via Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com>, and proxies/corporate representatives may via bsr.helpdesk@boardroomlimited.com (with the full name of the member and CDS Account Number), submit questions prior to the 42nd AGM, not later than Sunday, 28 May 2023 at 10.00 a.m. The responses to these questions will be shared at the 42nd AGM.

Alternatively, shareholders may use the messaging icon (please refer to Step 3(c) above) to ask questions real-time (in the form of typed text) during the online 42nd AGM.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 42nd AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

Presentation at the online 42nd AGM

Shareholders who participate in the online 42nd AGM are able to view the Company's presentation or slides via live web streaming.

No Recording or Photography

No recording or photography of the 42nd AGM proceedings is allowed without the prior written permission of the Company.

The quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. You must ensure that you are connected to the internet at all times in order to participate and vote when the 42nd AGM has commenced.

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Therefore, it is your responsibility to ensure that connectivity for the duration of the 42nd AGM is maintained.

Enquiry

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

Boardroom Share Registrars Sdn. Bhd.

General Line : 603-7890 4700
Fax No. : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Kim Hin Joo (Malaysia) Berhad

General Line : 603-8940 6638
Fax No. : 603-8940 6637
Email : investor.relations@khj-my.com

Personal Data Privacy

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

**KIM HIN JOO (MALAYSIA) BERHAD**

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Wisma Pang Cheng Yean, Lot 5205C, Jalan Perindustrian Balakong Jaya 1/3, Kawasan Perindustrian Balakong Jaya, 43300 Seri Kembangan, Selangor, Malaysia. General Line +603 8940 6638

Attn: Noruzaimah Binti Md Taib**Boardroom Share Registrars Sdn Bhd**

11th. Floor, Menara Symphony

No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13

46200 Petaling Jaya

Selangor Darul Ehsan

Fax No. : +603-7890 4700

E-mail : noruzaimah.taib@boardroomlimited.com**REQUEST FORM FOR PRINTED COPY OF DOCUMENTS OF
KIM HIN JOO (MALAYSIA) BERHAD**

Please send a printed copy of the following documents as checked (✓) to me/us:-

	Annual Report 2022
	Circular to Shareholders in relation to the Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed New Shareholders' Mandate for Additional Recurrent Related Party Transactions of a Revenue or Trading Nature

PARTICULARS OF SHAREHOLDER

Name of Shareholder	
NRIC No./Passport No./Registration No.	
CDS Account No.	
Mailing Address	
Telephone No.	

Dated this day of.....2023

.....
Signature of Shareholder

Fold This Flap For Sealing

Then Fold Here

AFFIX
STAMP

Finance Department
KIM HIN JOO (MALAYSIA) BERHAD 197801000642 (37655-U)
Wisma Pang Cheng Yean, Lot 5205C
Jalan Perindustrian Balakong Jaya 1/3
Kawasan Perindustrian Balakong Jaya
43300 Seri Kembangan
Selangor Darul Ehsan

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