



## **Administrative Guide**

### **Kim Hin Joo (Malaysia) Berhad (“KHJ” or the Company”)**

### **Thirty Ninth Annual General Meeting (“39th AGM” or “Meeting”) to be held on 29 July 2020**

#### **Fully Virtual Meeting**

1. In support of the Government of Malaysia’s ongoing efforts to curb the spread of the coronavirus outbreak and taking into consideration the Securities Commission Malaysia’s Guidance Notes, as well as in the best interest of public health and health and safety of our Board of Directors, employees and shareholders, the 39th AGM will be held fully virtual via Remote Participation and Voting (“RPV”) facilities.
2. We strongly encourage our shareholders to participate and vote remotely in the 39th AGM. No shareholders/proxies/corporate representatives should be physically present nor admitted at the Broadcast Venue and those who turn up at the Broadcast Venue would be requested to leave the venue politely.
3. The Company’s 39th AGM will be hosted on Boardroom’s LUMI AGM solution which is available on the designated link at <https://web.lumiagm.com/> or the “Lumi AGM” app which is available for free download from the Apple App Store or Google Play Store.
4. You are reminded to kindly refer to our announcements made on Bursa Malaysia Securities Berhad, or our website at [www.khj-my.com](http://www.khj-my.com) for latest updates, if any, regarding the administration of the 39th AGM.

#### **General Meeting Record of Depositors**

Only shareholders whose names appear in the General Meeting Record of Depositors on 21 July 2020 shall be entitled to virtually attend, speak and vote at the 39th AGM of the Company or appoint proxy(ies) on his/her behalf.

#### **Proxy From(s)**

If you are unable to attend the 39th AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original Proxy Form(s) is deposited at our Share Registrar’s office, Boardroom Share Registrars Sdn Bhd of 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, not less than 48 hours before the time appointed for holding the 39th AGM.

Alternatively, you may deposit your Proxy Form(s) by electronic means through Boardroom Smart Investor Online Portal at <https://boardroomlimited.my> not less than 48 hours before the time appointed for holding the 39th AGM by registering for an account in accordance with the instructions set out herein (if required), logging in and selecting “E-PROXY LODGEMENT”.

#### **Revocation of Proxy**

If you have submitted your Proxy Form(s) and subsequently decide to appoint another person or wish to participate in our 39th AGM virtually by yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the

earlier appointed proxy 48 hours before the 39th AGM. Your proxy(ies) on revocation would not be allowed to participate in the 39th AGM. In such event, you should advise your proxy(ies) accordingly.



### **Voting Procedure**

Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 39th AGM will be conducted by poll. A Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

### **Procedures to Participate in RPV Facilities**

Please follow the Procedures to Participate in RPV facilities as summarized below:

<b>DESCRIPTION</b>	<b>PROCEDURES</b>
<b>Before the 39th AGM</b>	
<b>Step 1 -</b> Shareholders to register with Boardroom Smart Investor Online Portal (for first time registration only)	<p>The registration will open from <b>2:30 p.m., Tuesday, 30 June 2020</b> up to <b>2:30 p.m., Monday, 27 July 2020</b>.</p> <p>Access website <a href="https://www.boardroomlimited.my/">https://www.boardroomlimited.my/</a></p> <ol style="list-style-type: none"> <li>Click &lt;Login&gt; and click &lt;Register&gt; to sign up as a user.</li> <li>Complete registration and upload softcopy of MyKad/Identification Card (front and back) or Passport.</li> <li>Please enter a valid email address and wait for Boardroom Share Registrars Sdn Bhd’s (“<b>Boardroom</b>”) email verification.</li> <li>Your registration will be verified and approved <b>within 1 business day</b> and an email notification will be provided. Please check your email.</li> </ol> <p><u>Note:</u> If you have registered as a user with Boardroom Smart Investor Online Portal previously, you are not required to register again. You may then proceed to <b>Step 2</b> and submit request for Remote Participation user ID and password.</p>
<b>Step 2 –</b> Submit Request for Remote Participation User ID and Password	<p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://www.boardroomlimited.my/">https://www.boardroomlimited.my/</a> using your user ID and password above.</li> <li>Select “Hybrid/Virtual Meeting” from main menu and select the Corporate Event “KHJ 39th Virtual AGM”.</li> <li>Read and agree to the Terms &amp; Conditions.</li> <li>Enter your CDS Account and thereafter submit your request.</li> </ol> <p><b>Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.</li> <li>Please provide a softcopy of the Corporate Representative’s MyKad/Identification Card (Front and Back) or Passport as well as his/her email address.</li> </ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of Member and CDS Account Number accompanied with the Proxy Form to submit the request.</li> <li>Please provide a softcopy of the Proxy Holder’s MyKad/Identification Card (Front and Back) or Passport as well as his/her email address.</li> </ol>

DESCRIPTION	PROCEDURES
	<p><b>Thereafter:</b></p> <ol style="list-style-type: none"> <li>a. You will receive notification from Boardroom that your request has been received and is being verified.</li> <li>b. Upon system verification against the General Meeting Record of Depositors as at 21 July 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li> </ol>
<b>On the day of the 39th AGM</b>	
<p><b>Step 3 –</b> Login to Meeting Platform</p>	<p><b>Live Streaming</b></p> <ol style="list-style-type: none"> <li>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the 39th AGM on 29 July 2020 at <b>1:30 p.m.</b></li> <li>b. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> <li>➤ Download the free <b>Lumi AGM</b> application from Apple App Store or Google Play Store;</li> <li>➤ Scan the QR Code provided in the email notification;</li> <li>➤ Navigate to the website at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></li> </ul> </li> <li>c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification upon successful registration in Step 2 above.</li> <li>d. To view the live webcast, select the broadcast icon .</li> </ol> <p>No recording or photography of the 39th AGM proceedings is allowed without the prior written permission of the Company.</p> <p>You must ensure that you are connected to the internet at all times in order to participate and vote when the 39th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 39th AGM is maintained.</p> <p><b>Questions for Chairman or the Board of Directors</b></p> <ol style="list-style-type: none"> <li>a. If you would like to ask a question during the 39th AGM, select the messaging icon .</li> <li>b. Type your message within the chat box. Once completed click the “send” button.</li> </ol> <p><i>Note: Questions submitted online will be moderated before being sent to the Chairman 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>The Board will endeavour to respond to the questions submitted via the chat box which are related to the resolutions to be tabled at the 39th AGM, as well as the financial performance/prospects of the Company, to the extent where time permits. In the event the Board is unable to respond to your questions during the 39th AGM, you may email your questions to <a href="mailto:investor.relations@khj-my.com">investor.relations@khj-my.com</a> after the 39th AGM.</p> <p>Alternatively, you may also submit your questions in advance to <a href="mailto:investor.relations@khj-my.com">investor.relations@khj-my.com</a> by <b>2:30 p.m., Friday, 24 July 2020</b> and the Board will endeavour to respond to the questions submitted during the 39th AGM.</p>

DESCRIPTION	PROCEDURES
	<p><b>Remote Voting</b></p> <p>You may proceed to cast your votes on each of the proposed resolutions to be tabled at the 39th AGM 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:</p> <ol style="list-style-type: none"> <li>Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.</li> <li>To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</li> <li>To change your vote, simply select another voting direction.</li> <li>If you wish to cancel your vote, please press “Cancel”.</li> </ol> <p>You are reminded to cast your votes before the poll is closed. Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.</p> <p>The Scrutineers will verify the poll result reports upon the closure of the poll by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.</p>
End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

### **Vouchers or Gifts**

No vouchers or gifts will be given to shareholders/proxies/corporate representatives who participate in the 39th AGM.

### **Enquiry**

If you have any enquiries prior to the 39th AGM or if you wish to request for technical assistance to participate in the fully virtual 39th AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as below:

#### **Boardroom Share Registrars Sdn Bhd**

11th Floor, Menara Symphony,  
No. 5, Jalan Professor Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia  
Tel : +603 – 7890 4700 (**helpdesk**)  
Fax : +603 – 7890 4670  
Email : [BSR.Helpdesk@boardroomlimited.com](mailto: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), 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.