

# ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

## 61<sup>st</sup> Annual General Meeting of Tanco Holdings Berhad (“the Company”)

<b>Date of AGM</b>	: <b>Wednesday, 16 December 2020</b>
<b>Time</b>	: 10:30 a.m.
<b>Broadcast Venue</b>	: Level 43A, MYEG Tower, Empire City, No. 8, Jalan Damansara, PJU 8, 47820 Petaling Jaya, Selangor Darul Ehsan
<b>Virtual Meeting accessible at</b>	: <a href="https://web.vote2u.app">https://web.vote2u.app</a>

In light of the coronavirus (COVID-19) outbreak, governmental decrees, and the encouragement of the Securities Commission Malaysia, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the 61<sup>st</sup> Annual General Meeting (“**61<sup>st</sup> AGM**”) of the Company will be conducted on a fully virtual basis through live streaming and online remote voting via a Remote Participation and Voting (“**RPV**”) Facilities.

For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to participate and vote on your behalf at the 61<sup>st</sup> AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using the RPV Facilities provided by Agmo Digital Solutions Sdn. Bhd. (“**AGMO**”) via its Vote2U Online website (“**Vote2U**”) at <https://web.vote2u.app> and Boardroom.com Sdn Bhd (“**Boardroom.com**”) has appointed as Poll Administrator for this 61<sup>st</sup> AGM to assist on shareholders and proxies registration and to conduct the electronic poll voting via the RPV Facilities.

Please follow the Procedure to Participate in RPV as summarized below:

### BEFORE AGM DAY

#### A: REGISTRATION

##### Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U  • Individual Shareholder	The registration will open from the date of notice of 61 <sup>st</sup> AGM on <b>Friday, 30 October 2020</b> up to <b>Wednesday, 16 December 2020</b>  a. Access website at <a href="https://web.vote2u.app">https://web.vote2u.app</a> b. Click “ <b>Sign Up</b> ” to sign up as a user. c. Read the ‘Privacy Policy’ and ‘Terms & Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ on a small box <input type="checkbox"/> . Then click “ <b>Next</b> ”. d. *Fill-in your details (note: create your own password). Then click “ <b>Continue</b> ”. e. Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian). f. Log in as user completed. g. Your registration will be verified and an email notification will be sent to you. Please check your email.

		<p><u>Note:</u> If you have registered as a user with Vote2U previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>
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**B: REGISTER PROXY**

	Description	Procedure
i.	<p>Electronic lodgment of Form of Proxy (e-Proxy Form) with Vote2U</p> <ul style="list-style-type: none"> <li>• Individual Shareholder</li> </ul>	<p>Registration is open from <b>10.30 a.m., Friday, 30 October 2020</b> up to <b>10.30 a.m., Monday, 14 December 2020</b>.</p> <ol style="list-style-type: none"> <li>a. Individual shareholder to log in with your email address and password that you have registered with Vote2U.</li> <li>b. Select the General Meeting event to participate : "Tanco Holdings Berhad 61<sup>st</sup> AGM"</li> <li>c. Scroll down and click "<b>Register a Proxy</b>".</li> <li>d. Read the 'Declarations' and indicate your acceptance of the 'Declarations' on a small box <input type="checkbox"/>. Then click "<b>Next</b>".</li> <li>e. Select /add your Central Depository System ("<b>CDS</b>") account number and number of shares</li> <li>f. Click "<b>Appoint Proxy</b>".</li> <li>g. *Fill-in the details of your Proxy(ies) (ensure email address is valid).</li> <li>h. Indicate your voting instruction (FOR or AGAINST or ABSTAIN)</li> <li>i. Review and confirm your Proxy appointment.</li> <li>j. Click "<b>Submit</b>".</li> <li>k. After verification, your Proxy(ies) will receive an email notification with temporary credentials, i.e. email address and password to log in Vote2U to participate the 61<sup>st</sup> AGM.</li> </ol> <p><u>Note:</u> You need to register as a user before you can register a Proxy and submit the e-Proxy Form. Please refer above "A: Registration" to register as user with Vote2U.</p>
ii.	<p>Submit Form of Proxy (hardcopy) or Certificate of Appointment of Corporate Representative</p> <ul style="list-style-type: none"> <li>• Individual Shareholder</li> <li>• Corporate Shareholder</li> <li>• Authorised Nominee</li> <li>• Exempt Authorised Nominee</li> </ul>	<p>(i) Form of Proxy or Certificate of Appointment of Corporate Representative must reach the Company's Registered Office no later than <b>10.30 a.m., Monday, 14 December 2020</b>.</p> <ol style="list-style-type: none"> <li>a. *Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information: <ul style="list-style-type: none"> <li>○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li> <li>○ *Email address of the Proxy</li> </ul> </li> <li>b. Submit/Deposit the hardcopy Form of Proxy to the Company's Registered Office at <b>No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor Darul Ehsan</b>.</li> </ol> <p>(ii) For Corporate Shareholder, please ensure that the email address and contact number of your corporate representative are clearly</p>

		<p>stated in the Certificate of Appointment of Corporate Representative.</p> <p><u>Note:</u> After verification, your Proxy(ies)/Corporate Representative will receive an email notification with temporary credentials, i.e. email address and password to log in Vote2U to participate the 61<sup>st</sup> AGM.</p> <p>*Check the email address of Proxy is written down correctly.</p>
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Shareholders who appoint Proxy(ies) to participate the virtual AGM must ensure that the e-Proxy form and/or hardcopy Form of Proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

**ON AGM DAY**

**A: WATCH LIVE STREAMING**

**Individual Shareholders & Proxies**

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>9.30 a.m., Wednesday, 16 December 2020</b>, one (1) hour before the commencement of the AGM.</p> <ol style="list-style-type: none"> <li>Login with your email and password</li> <li>Select the General Meeting event “Tanco Holdings Berhad 61<sup>st</sup> AGM”.</li> <li>Check your details.</li> <li>Click “<b>Watch Live</b>” button to view the live streaming.</li> </ol>

**B: ASK QUESTION**

**Individual Shareholders & Proxies**

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ol style="list-style-type: none"> <li>Click “<b>Ask Question</b>” button to post question(s).</li> <li>Type in your question and click “<b>Submit</b>”.</li> </ol> <p>The Chairperson / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p>

## C: VOTING REMOTELY

### Individual Shareholders & Proxies

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"><li>Click "<b>Confirm Details &amp; Start Voting</b>".</li><li>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click "<b>Next</b>" to continue voting for all resolutions.</li><li>To change your vote, click "<b>Back</b>" and select another voting choice.</li><li>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click "<b>Confirm</b>" to submit your vote.</li></ol> <p>[Please note that you are <b>not able</b> to change your voting choices after you have confirmed and submitted your votes.]</p>

### ADDITIONAL INFORMATION

#### Voting Procedure

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

#### Broadcast Venue

Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room.

Shareholders and proxies are not allowed to physically present at the Broadcast Venue as it is only a place where the meeting is broadcast for transmission online in the present of Chairman, Group Managing Director, Directors, Auditors, Company Secretary and senior management. No seating and refreshment will be arranged for shareholders and proxies as it is a fully virtual meeting.

If shareholders and proxies arrive at the Broadcast Venue, the management has the right to ask you to leave the Broadcast Venue in order to comply with the government decrees and the Standard Operating Procedures.

#### Entitlement to Participate and Vote

A depositor whose name appears in the Record of Depositors of the Company as at 8 December 2020 shall be regarded as a member and entitled to participate, speak and vote at the 61<sup>st</sup> AGM via RPV Facilities.

If you are unable to participate the 61<sup>st</sup> AGM via RPV Facilities, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate your voting instructions in the Form of Proxy.

## Revocation of Proxy

If you have submitted your e-Proxy Form or hardcopy Form of Proxy and subsequently wish to participate in the live streaming of the 61<sup>st</sup> AGM, you may do so by following the procedures as stated below:

	Description	Procedures
i.	<b>Appointed Proxy(ies) using e- Proxy</b>  Individual Shareholder	a. Log in to Vote2U using your email address and password you have registered with Vote2U. b. Select the General Meeting event: Tanco Holdings Berhad 61 <sup>st</sup> AGM. c. Scroll down and click " <b>Revoke a Proxy</b> ".  <u>Note:</u> Revocation will close at <b>10.30 a.m., Monday, 14 December 2020.</b>
ii.	<b>Appointed Proxy(ies) using hardcopy Form of Proxy</b>  * Individual Shareholder * Corporate Shareholder * Authorised Nominee * Exempt Authorised Nominee	Email the details of Shareholder(s) and Proxy(ies) to the Company Secretarial at <a href="mailto:fionayap@tanco.my">fionayap@tanco.my</a> and <a href="mailto:ruzita.latif@tanco.my">ruzita.latif@tanco.my</a> to revoke the appointment of your Proxy(ies).  <u>Note:</u> Revocation will close at <b>10.30 a.m., Monday, 14 December 2020.</b>

## No Door Gift or e-Voucher or Food Voucher

There will be no door gift or e-Voucher or food voucher given at this AGM.

## Enquiry

- a. If you have enquiry relating to the AGM Administrative Guide for Shareholders, please contact Boardroom.com during office hours:

General Line : +603 - 22980263  
Fax Number : +603 - 22980268  
Email : [registrar@boardroom.com.my](mailto:registrar@boardroom.com.my)  
Contact person : Ms Jennie Wong / Mr. Rikki Tan

- b. If you have enquiry relating to the RPV or encounters issues with the log in to Vote2U, steps to connect to live streaming and online voting, please contact AGMO during office hours:

General Line : +603 - 7664 8521  
Email : [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)  
Contact person : Mr. Farris