



# TANCO HOLDINGS BERHAD

Registration No. 195801000190 (3326-K)  
Incorporated In Malaysia

## ADMINISTRATIVE GUIDE FOR THE SIXTY-THIRD ANNUAL GENERAL MEETING

<b>General Meeting</b>	:	Sixty-Third Annual General Meeting (63 <sup>rd</sup> AGM)
<b>Day, Date, and Time of Meeting</b>	:	Thursday, 15 December 2022 at 10:30 a.m.
<b>Remote Participation and Voting Facilities</b>	:	<a href="https://web.vote2u.my">https://web.vote2u.my</a>
<b>Online Meeting Platform</b>	:	Vote2U online meeting platform at <a href="https://web.vote2u.my">https://web.vote2u.my</a> provided by Agmo Digital Solutions Sdn Bhd
<b>Domain Registration Numbers with MYNIC</b>	:	D6A471702

### FULLY VIRTUAL 63<sup>rd</sup> AGM

With reference to the revised 'Guidance Note and Frequently Asked Questions ("FAQs") on the Conduct of General Meetings for Listed Issuers' ("Guidance Note") issued by the Securities Commission Malaysia ("SC") on 7 April 2022, Tanco Holdings Berhad ("Tanco" or the "Company") will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting its 63<sup>rd</sup> AGM on a fully virtual basis through live streaming and online remote voting using Remote Participation and Voting ("RPV") facilities via Vote2U online meeting platform at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

### Entitlement to Participate and Vote Remotely

Shareholders whose names appear on the Record of Depositors ("ROD") as at 8 December 2022 shall be eligible to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 63<sup>rd</sup> AGM, or appoint proxy(ies)/ the Chairman of the meeting to participate, speak and/or vote on his/her behalf.

### PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

#### ⌘ BEFORE MEETING DAY ⌘

A:	REGISTRATION	
	Description	Procedure
i.	Shareholders to Register with Vote2U  ➤ Individual Shareholders	<ol style="list-style-type: none"><li>Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li><li>Select "<b>Sign Up</b>" to sign up as user.</li><li>Read and indicate your acceptance of the 'Privacy Policy' and 'Terms &amp; Conditions' by clicking on a small box <input type="checkbox"/>. Then select "<b>Next</b>".</li><li>Fill-in your details – (i) ensure your email address is valid &amp; (ii) create your own password. Then select "<b>Continue</b>".</li><li>Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo).</li><li>Registration as user completed.</li><li>Your registration will be verified against the ROD.</li><li>An email notification will be sent to you.</li></ol> <p><i>Note:</i> If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p>

<b>B:</b>	<b>REGISTRATION OF PROXY</b>	
	<b>Description</b>	<b>Procedure</b>
i.	<p>Electronic Lodgment of Proxy Form (e-Proxy Form)</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	<p>Registration is open from <b>10:30 a.m., Monday, 31 October 2022</b> up to <b>10:30 a.m., Tuesday, 13 December 2022</b>.</p> <ol style="list-style-type: none"> <li>a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U.</li> <li>b. Select the general meeting event that you wish to attend.</li> <li>c. Scroll down and select “<b>Register Proxy Now</b>” for e-proxy registration.</li> <li>d. Read and indicate your acceptance of the ‘Declarations’ by clicking on a small box <input type="checkbox"/>. Then select “<b>Next</b>”.</li> <li>e. Select/ add your Central Depository System (“<b>CDS</b>”) account number and number of shares.</li> <li>f. Select “<b>Appoint Proxy</b>”.</li> <li>g. Fill-in the details of your proxy(ies) – ensure proxy(ies) email address(es) is/are valid.</li> <li>h. Indicate your voting instruction should you prefer to do so.</li> <li>i. Thereafter, select “<b>Submit</b>”.</li> <li>j. Your submission will be verified.</li> <li>k. After verification, proxy(ies) will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</li> </ol> <p><i>Note:</i>  <i>You need to register as a shareholder before you can register a proxy and submit the e-Proxy form. Please refer above ‘A: Registration’ to register as shareholder.</i></p>
ii.	<p>Submit Proxy Form (hard copy)</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	<p>The hard copy of Proxy Form or Certificate of Appointment of Corporate Representative must reach the Company’s Registered Office no later than <b>10:30 a.m., Tuesday, 13 December 2022</b>.</p> <ol style="list-style-type: none"> <li>a. Fill-in the details on the hard copy of Proxy Form by providing the following information: <ul style="list-style-type: none"> <li>○ Proxy(ies) &amp; Corporate Representative <ul style="list-style-type: none"> <li>● Name</li> <li>● Number of MyKAD for Malaysian or passport for non-Malaysian</li> <li>● Address and email address – ensure email address is valid</li> </ul> </li> </ul> </li> <li>b. Corporate Shareholders only – deposit the hard copy of Proxy Form together with the following document to the Company’s Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor. <ul style="list-style-type: none"> <li>● A copy of Certificate of Appointment as corporate representative (please ensure that the email address and contact number of your corporate representative is clearly stated in the Certificate of Appointment of Corporate Representative).</li> </ul> </li> <li>c. Individual shareholders, authorised nominee and exempt authorised nominee - deposit the hard copy of Proxy Form to the Company’s Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor.</li> <li>d. Submitted Proxy Form will be verified.</li> <li>e. After verification, proxy(ies) and corporate representative will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</li> </ol>

## ⌘ REVOCATION OF PROXY ⌘

	Description	Procedure
i.	<p>Revoke a Proxy Electronically</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	<p>a. Log in to Vote2U using your registered email address and password.</p> <p>b. Select general meeting event that you wish to attend.</p> <p>c. Scroll down and select “<b>Revoke a Proxy</b>”.</p> <p><i>Note:</i> Only applicable to individual shareholders who have appointed proxy(ies) through e-Proxy form.</p>
ii.	<p>Revoke a Proxy</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	<p>a. Email 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).</p> <p><i>Note:</i> Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using hard copy of Proxy Form.</p>

## ⌘ ON GENERAL MEETING DAY ⌘

1.	Log in to <a href="https://web.vote2u.my">https://web.vote2u.my</a> with your registered email address and password.
	For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.
2.	Vote2U will be opened for log in <b>one (1) hour</b> before the commencement of the general meeting you are attending.
3.	When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

	Description	Procedures
i.	Live Streaming	a. Select “ <b>Watch Live</b> ” button to view the live streaming.
ii.	Ask Question (real-time)	<p>a. Select “<b>Ask Question</b>” button to pose a question.</p> <p>b. Type in your question and select “<b>Submit</b>”.</p> <p><i>Note:</i> The Chairman of the general meeting/ Board of Directors will endeavor to respond to questions submitted by remote shareholders and proxies and corporate representatives during the meeting.</p>
iii.	Remote Voting	<p>a. On the main page, scroll down and select “<b>Confirm Details &amp; Start Voting</b>”.</p> <p>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “<b>Next</b>” to continue voting for all resolutions.</p> <p>c. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select “<b>Confirm</b>” to submit your vote.</p> <p><i>Note:</i> Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</p>
iv.	View Voting Results	a. On the main page, scroll down and select “ <b>View Voting Results</b> ”.

## § ON GENERAL MEETING DAY § (continued)

v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.
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### **ADDITIONAL INFORMATION**

#### **Voting Procedure**

Pursuant to paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the poll administrator to conduct the polling process and Quantegic Services Sdn. Bhd. as the independent scrutineers to verify the results of the poll.

#### **Meeting Venue**

In accordance with the SC Guidance Note and FAQs, the conduct for a fully virtual general meeting is where all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders participate in the meeting online via an online meeting platform. Therefore, there shall be no broadcast venue to air the general meeting.

According to the SC Guidance Note and FAQs, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 provided that the online platform is located in Malaysia.

#### **Pre-Meeting Submission of Questions to the Board of Directors**

Shareholders may submit questions for the Board in advance of the AGM via Vote2u online meeting platform at <https://web.vote2u.my> by selecting "Ask Question" to login, pose and submit questions electronically no later than **Tuesday, 13 December 2022 at 10:30 a.m.** The Board will endeavor to answer the questions received at the AGM.

#### **Recording or Photography**

Unauthorised recording or photography of the proceedings of the AGM are **strictly prohibited**.

#### **No e-Voucher, Gift, and Food Voucher**

There will be no e-Voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

#### **Annual Report 2022**

The Annual Report 2022 is available and can be downloaded from the Company's website at <https://www.tancoholdings.com/notification.html> or Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

In line with the Company's continued commitment to environmental sustainability, shareholders are encouraged to refer to the digital version of the Annual Report 2022. However, should you require a printed copy of the Annual Report 2022, please complete the Requisition Form which can be downloaded from the Company's website at <https://www.tancoholdings.com/notification.html> and email it to [corporate@tancoholdings.com](mailto:corporate@tancoholdings.com) or contact Puan Ruzita Abdul Latif at Tel:+6(03) 80708288 Ext: 206. A printed copy of the Annual Report 2022 will be despatched to you by ordinary post upon receipt of your request.

#### **Enquiry**

For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Monday to Friday (except public holidays) as follows:

Telephone No. : 03-7664 8520 / 03-7664 8521  
Email : [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)