

Registered Office:-

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**ADMINISTRATIVE GUIDE
FOR THE 96TH ANNUAL GENERAL MEETING**

The 96th Annual General Meeting (“AGM”) will be conducted in a fully virtual manner through livestreaming and online remote participation via remote participation and voting facilities (“RPV Facilities”).

RPV Facilities

1. The RPV Facilities, using the Zoom Cloud Meetings App, will enable you to exercise your rights as a Shareholder of the Company to participate in (including to pose questions to the Board) and vote at the AGM.
2. Shareholders/Proxies/Corporate Representative are strongly advised to participate and vote remotely at the AGM using the RPV Facilities which can be accessed via Johan Management Services Sdn Bhd’s (“JMS”) website at www.johanmanagement.com.my (“JMS Portal”).
3. Proxies and Corporate Representatives who wish to use the RPV Facilities must ensure that the duly executed Forms of Proxy (for Proxies) or Certificates of Appointment (for Corporate Representatives) are submitted to the Company **not later than Tuesday, 18 January 2022 at 11.00 a.m.**
4. Shareholders/Proxies/Corporate Representatives are to read and follow these procedures to use the RPV Facilities:-

PROCEDURES BEFORE THE AGM	ACTIONS
(i) Register as a User	<ul style="list-style-type: none">• Access the JMS Portal at www.johanmanagement.com.my.• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and uploading a clear copy of your MyKAD (both sides) or the identity information page of your Passport.• Read and agree to the terms and conditions, and thereafter submit your registration.• Please enter a valid email address in order for you to receive the verification email from the JMS Portal.• Your registration will be verified and approved by the JMS Portal. Once approved, an email notification will be sent to you.• If you are already a user of the JMS Portal, you are not required to register again.

JOHAN HOLDINGS BERHAD

Registration No. 192001000038 (314-K)

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PROCEDURES FOR AGM DAY (20/01/2022)	ACTIONS
(ii) Log in to JMS Portal at www.johanmanagement.com.my	<ul style="list-style-type: none"> Log in with your user ID and password at any time from 10.30 a.m., i.e. 30 minutes before the commencement of the AGM. If you have forgotten your password, you can reset it by clicking on <<Forgot Password>>.
(iii) Participate through Livestreaming	<ul style="list-style-type: none"> Select <<Virtual Meeting>> under Main Menu. Click <<Join Meeting>> to join the AGM livestream. If you have any questions during the AGM, please submit them using the Q&A platform. The Chairman of the AGM, Board members and the Management will respond to all relevant questions. If time is insufficient, their responses will be provided after the AGM at the earliest possible time. If you are using your smartphone to participate, please download the Zoom Cloud Meetings app from Google Play Store or Apple App Store before the AGM. Please take note that the quality of the livestream is dependent on the bandwidth and stability of your Internet connection.
(iv) Online Remote Voting	<ul style="list-style-type: none"> Please select the <<Voting>> option next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. The voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please cast and submit your votes on the resolutions as they appear on screen. Once submitted, votes are final and cannot be changed.
(v) End of the RPV Facilities	<ul style="list-style-type: none"> The RPV Facilities will end and the Q&A platform will be disabled once the Chairman announces the closure of the AGM.

Notes:

- (a) *Should your registration to join the AGM be approved, we will make available to you the rights to join the livestreamed AGM and to vote remotely using the RPV Facilities. Your login to the JMS Portal on the day of the AGM will indicate your presence at the meeting.*
- (b) *If you encounter any issue with your registration, please call +6010-5265490 or e-mail propollsolution@gmail.com for assistance.*

Record of Depositors ("ROD")

5. Only a depositor whose name appears on the ROD as at 11 January 2022 shall be entitled to attend the AGM or appoint proxies to attend and/or vote on his/her behalf.

Proxy / Corporate Representative

6. Shareholders can appoint the Chairman of the Meeting as Proxy to attend and vote on their behalf at the AGM. Shareholders may submit their Forms of Proxy with predetermined voting instructions for the Chairman to vote on their behalf.
7. The duly executed Forms of Proxy or the Certificate of Appointment of Corporate Representative shall be deposited at the Registered Office of the Company or e-mailed to the Company at johanms1@outlook.com not later than **Tuesday, 18 January 2022 at 11.00 a.m.**

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8. Shareholders who wish to deposit the Forms of Proxy or Certificates of Appointment of Corporate Representative by hand, can deposit the Forms /Certificates in a designated collection box placed at the lobby of the Registered Office of the Company, at any time during or after office hours. not later than **Tuesday, 18 January 2022 at 11.00 a.m.**

Poll Voting

9. The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Propoll Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facilities, and Symphony Merchant Sdn Bhd as Scrutineers to verify the poll results.
10. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to Item (iv) in the "Procedures for AGM Day" table for the online remote voting procedures using the RPV Facilities.
11. Upon completion of the voting session, the poll results will be verified by the Scrutineers before declaration by the Chairman.

Revocation of Proxy

12. If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the AGM by yourself, please write in to Johan Management Services Sdn Bhd to revoke the earlier appointed proxy not later **Tuesday, 18 January 2022 at 11.00 a.m.**

Recording

13. Audio and video recordings of the proceedings of the AGM are strictly prohibited.

Door Gifts/Food Vouchers

14. **NO** door gifts or food vouchers will be distributed to Shareholders/Proxies/Corporate Representatives for participating in the AGM.

Mode of Communication

15. (a) Shareholders may submit questions to the Board of Directors prior to the AGM using the Q&A platform on the JMS Portal not later than **Monday, 17 January 2022 at 11.00 a.m.**

** Shareholders must provide their full name, NRIC/Passport number and the number of Company shares held for identity verification purposes.*

- (b) Shareholders may use the Q&A platform in the RPV Facilities to submit questions in real time during the AGM. If time is insufficient, their responses will be published on the Company's website at the earliest possible time.
- (c) If you encounter any issue with the RPV Facilities, please call +6010-526 5490 or e-mail propollsolution@gmail.com for assistance.