

## ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING

Date:	Time:	Broadcast Venue:
Monday, 31 May 2021	3.00 p.m.	Boardroom of Johan Holdings Berhad 11th Floor, Wisma E&C, No. 2, Lorong Dungun Kiri, Damansara Heights, 50490 Kuala Lumpur

The Extraordinary General Meeting (“EGM”) will be conducted in a fully virtual manner, through live streaming and online remote participation using remote participation and voting facilities (“RPV Facilities”).

### RPV Facilities

- The EGM will be conducted through live streaming and online remote voting. You are encouraged to attend the EGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a shareholder of the Company to participate (including to pose questions to the Board) and vote at the EGM.
- Shareholders/Proxies/Corporate Representative are strongly advised to participate and vote remotely at the EGM using the RPV Facilities which are available on Johan Management Services Sdn Bhd’s (“JMS”) website at [www.johanmanagement.com.my](http://www.johanmanagement.com.my) (“JMS Portal”).
- Proxies or Corporate representative who wish to use the RPV Facilities at the EGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are to be submitted to the Company **not later than Saturday, 29 May 2021 at 3.00 p.m.**
- Shareholders/Proxies/Corporate Representative are to read and follow the procedures for the RPV Facilities as summarised below:-

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

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<b>PROCEDURES</b>	<b>ACTION</b>
<b>ON THE DAY OF THE EGM (MONDAY, 31 MAY 2021)</b>	
(ii) Login to JMS Portal at <a href="http://www.johanmanagement.com.my">www.johanmanagement.com.my</a>	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the EGM at any time from 2.30 p.m., i.e. 30 minutes before the commencement of the EGM.</li><li>• If you have forgotten your password, you can reset it by clicking on &lt;&lt;<b>Forgot Password</b>&gt;&gt;.</li></ul>
(iii) Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select &lt;&lt;<b>Virtual Meeting</b>&gt;&gt; under Main Menu.</li><li>• Click &lt;&lt;<b>Join Meeting</b>&gt;&gt; in order to join the live streaming of the EGM.</li><li>• If you have any question(s) during the EGM, you may use the Q&amp;A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the EGM, Board members or the Management will try to respond to all relevant questions submitted during the EGM. If there is time constraint in answering the questions during the EGM, the responses will be published at the Company's website at the earliest possible time after the EGM.</li><li>• If you are using smartphone to participate the EGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the EGM.</li><li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li></ul>
(iv) Online Remote Voting	<ul style="list-style-type: none"><li>• Please select the &lt;&lt;<b>Voting</b>&gt;&gt; option located next to &lt;&lt;<b>Join Meeting</b>&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li><li>• Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li><li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li></ul>
(v) End of the RPV Facilities	<ul style="list-style-type: none"><li>• The RPV Facilities will end and the Q&amp;A platform will be disabled once the Chairman announces the closure of the EGM.</li></ul>

***Notes to users of the RPV Facilities:***

- (a) *Should your registration to join the EGM be approved, we will make available to you the rights to join the live streamed EGM and to vote remotely using the RPV Facility. Your login to the JMS Portal on the day of the EGM will indicate your presence at the EGM.*
- (b) *If you encounter any issue with your online registration at the JMS Portal, please call +6016-208 2082 or e-mail to [propollsolution@gmail.com](mailto:propollsolution@gmail.com) for assistance.*

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#### **Records of Depositors (“ROD”)**

5. Only a depositor whose name appears on the ROD as at 21 May 2021 shall be entitled to attend the EGM or appoint proxies to attend and/or vote on his/her behalf.

#### **Proxy**

6. Shareholders can appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the EGM. Shareholders may submit their proxy forms with predetermined voting instructions for the Chairman to vote on their behalf.
7. The duly executed Proxy Form shall be deposited at the registered office of the Company at 11<sup>th</sup> Floor, Wisma E&C, No. 2, Lorong Dungun Kiri, Damansara Heights, 50490 Kuala Lumpur, or e-mailed to the Company at [johanms1@outlook.com](mailto:johanms1@outlook.com) not later than Saturday, 29 May 2021 at 3.00 p.m.

#### **Poll Voting**

8. The voting at the EGM 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.
9. 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) for the online remote voting procedures using the RPV Facilities.
10. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

#### **Revocation of Proxy**

11. If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the EGM by yourself, please write in to Johan Management Services Sdn Bhd to revoke the earlier appointed proxy not later than Saturday, 29 May 2021 at 3.00 p.m.

#### **Recording**

12. Unauthorised recording of the proceedings of the EGM is strictly prohibited.

#### **No Door Gift**

13. There will be **NO** door gift to be distributed to shareholders/proxies/corporate representatives for participating at the EGM.

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**Mode of Communication**

14. (a) Shareholders may submit questions to the Board of Directors prior to the EGM, (i) via email\* to [cosec@johanholdings.com.my](mailto:cosec@johanholdings.com.my) or (ii) via the Q&A platform on the JMS Portal, not later than 10.00 a.m. on 28 May 2021.

*\* Shareholders shall provide their full name, NRIC/passport number and the number of shares held in the Company for the purpose of verification of their identity.*

- (b) Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the EGM. If there is time constraint in answering the questions during the EGM, the responses will be published on the Company's website after the EGM.
- (c) If you encounter any issue with the RPV Facilities, please call +6016-208 2082 or e-mail to [propollsolution@gmail.com](mailto:propollsolution@gmail.com) for assistance.