



MALAYAN CEMENT BERHAD

[Company No. 195001000048 (1877-T)]

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SEVENTY-FIRST ANNUAL GENERAL MEETING (“AGM”)

Day & Date of AGM	:	Tuesday, 7 December 2021
Time of AGM	:	4:30 p.m.
Meeting Platform	:	https://tjih.com.my
Mode of Communication (Submission of Questions)	:	Prior to the day of AGM: ❖ Via https://tjih.com.my by selecting “e-Services” On the day of the AGM: ❖ Typed text in the Meeting Platform
AGM Documents	:	The following documents can be viewed and downloaded from the Company’s website at http://ytlcement.my/meetings/ (a) Annual Report 2021 (b) Notice of AGM (c) Form of Proxy (d) Administrative Guide for the AGM (e) Statement/Circular to shareholders dated 29 October 2021

I. MODE OF MEETING

The AGM will be conducted on a fully virtual basis **without a physical meeting venue** through live streaming, online remote participation and voting via the Remote Participation and Voting (“RPV”) facilities provided by the Company’s share registrar and poll administrator for the AGM, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) on its TIH Online System (“TIH Online”) at <https://tjih.com.my>.

The Meeting Platform, which is the deemed main venue of the AGM, is registered with MYNIC Berhad under Domain Registration Number: D1A282781. This fulfils Section 327(2) of the Companies Act, 2016 which requires the main venue of the meeting to be in Malaysia and the chairperson to be present at the main venue as clarified in the FAQs on Virtual General Meetings issued by the Companies Commission of Malaysia dated 8 June 2021.

II. ENTITLEMENT TO PARTICIPATE

Only members whose names appear on the General Meeting Record of Depositors as at 30 November 2021 shall be entitled to participate, speak and vote at the AGM.

To participate in the AGM, please refer to the following **procedures for using the RPV facilities**:

	Procedure for the RPV facilities	Action
Before the day of the AGM		
1.	Register as a user with TIH Online	<ul style="list-style-type: none">Using your smart device or computer, access the website https://tjih.com.my. Register as a user under “e-Services” by selecting “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.

	Procedure for the RPV facilities	Action
Before the day of the AGM (cont'd)		
1.	Register as a user with TIIH Online (<i>cont'd</i>) <i>Note:</i> <i>If you are already a registered user with TIIH Online, you are not required to register again.</i>	<ul style="list-style-type: none"> Registration as a user will be approved within 1 working day and you will be notified via email. If you are already a user with TIIH Online, you will receive an email to notify you that the RPV facilities for the AGM is available for registration at TIIH Online.
2.	Submit your request <i>(IMPORTANT:</i> <i>Whether -</i> <ul style="list-style-type: none"> ➤ <i>you are registering as a new user with TIIH Online, or</i> ➤ <i>you are already a registered user with TIIH Online and you are registering for use of the RPV facilities for this AGM,</i> <i>please ensure that you register early to allow sufficient time for approval/verification so that you can login to the Meeting Platform and/or use the RPV facilities.)</i>	<ul style="list-style-type: none"> Registration is open from Friday, 29 October 2021 until the day of the AGM i.e. Tuesday, 7 December 2021 at 4:30 p.m. Members/proxies/representatives are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV facilities. Login with your user ID (<i>email address</i>) and password and select the corporate event: “(REGISTRATION) MCB 71ST AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an email to notify that your registration for the RPV facilities is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 30 November 2021, the system will send to you an email confirming approval of your registration for the RPV facilities. The procedures for using the RPV facilities are also set out in the email. In the event your registration is not approved, you will also be notified via email.
On the day of the AGM (i.e. 7 December 2021)		
3.	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID (<i>email address</i>) and password for the RPV facilities at the AGM at any time from 3:30 p.m. (i.e. 1 hour before the commencement of the AGM on Tuesday, 7 December 2021 at 4:30 p.m.).
4.	Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) MCB 71ST AGM” to engage in the proceedings of the AGM remotely. If you have any questions for the Chairman/Board of Directors, you may use the query box to transmit your questions. The Chairman/Board of Directors will endeavour to respond to questions submitted by remote participants during the AGM.
5.	Online remote voting	<ul style="list-style-type: none"> Voting session commences from 4:30 p.m. on Tuesday, 7 December 2021 until a time when the Chairman announces the completion of the voting session of the AGM. Select the corporate event: “(REMOTE VOTING) MCB 71ST AGM” or if you are on the live streaming meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.

	Procedure for the RPV facilities	Action
On the day of the AGM (i.e. 7 December 2021) (cont'd)		
5.	Online remote voting (cont'd)	<ul style="list-style-type: none"> • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your vote(s) for the resolution tabled for voting. • Confirm and submit your vote(s).
6.	End of remote participation	<ul style="list-style-type: none"> • The live streaming will end upon announcement by the Chairman on the closure of the AGM.

Notes to users of the RPV facilities:

- (i) Should your application to join the AGM be approved, the system will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the AGM will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live streamed meeting or online voting is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor helpline at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

III. APPOINTMENT OF PROXY

The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Tricor not less than 48 hours before the time appointed for holding the AGM i.e. no later than **Sunday, 5 December 2021 at 4:30 p.m.:**

(a) In hardcopy form

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at either of the following offices of Tricor:

Office		Customer Service Centre
Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia	or	Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia

OR

(b) Electronically via TIIH Online

The procedures are summarised below:

	Procedure	Action
	i. <u>Steps for individual shareholders</u>	
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your smart device or computer, access the website at https://tiih.com.my and register as a user under “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
2.	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> Login with your user ID (<i>email address</i>) and password. Select the corporate event: “MCB 71ST AGM SUBMISSION OF PROXY FORM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote. Review and confirm your proxy appointment(s). Print proxy form for your record.
	ii. <u>Steps for corporation or institutional shareholders</u>	
1.	Register as a user with TIIH Online <i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i>	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.com.my. Under e-Services, the authorised representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified and you will be notified via email within 1 to 2 working days. Proceed to activate your account with the temporary password given in the email and re-set your own password.
2.	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.com.my. Select the corporate event: “MCB 71ST AGM SUBMISSION OF PROXY FORM”.

	Procedure	Action
	ii. <u>Steps for corporation or institutional shareholders</u> (cont'd)	
2.	Proceed with submission of Form of Proxy (cont'd)	<ul style="list-style-type: none"> • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

IV. APPOINTMENT OF REPRESENTATIVES BY CORPORATE MEMBERS

For a corporate member who has appointed an authorised representative to participate and vote remotely via the RPV facilities, please deposit the **original certificate of appointment of corporate representative** with Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia,

OR ALTERNATIVELY,

at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia,

before the time appointed for holding the AGM or adjourned meeting.

The corporate representative appointed must register himself/herself for the RPV facilities at <https://tjih.com.my> within the time stipulated in sub-item (2) of paragraph II (pertaining to procedure for the RPV facilities) in order to participate and vote at the AGM via the RPV facilities.

V. POLL VOTING

In accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements, the resolutions set out in the Notice of AGM will be put to vote by poll.

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the AGM at **4:30 p.m.** on **7 December 2021** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to sub-item (5) of paragraph II above on the procedures for the RPV facilities for guidance on how to vote remotely from TIH Online at <https://tjih.com.my>.

Upon completion of the voting session for the AGM, the scrutineers will verify the poll results, followed by the announcement whether the resolutions are duly passed.

VI. NO DOOR GIFTS/MEAL VOUCHERS

There will be **NO distribution** of door gifts or food vouchers for the AGM as the meeting will be conducted on a fully virtual basis.

The Board of Directors would like to thank all shareholders for their kind understanding.

VII. RECORDING OR PHOTOGRAPHY

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

VIII. ENQUIRIES

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

Tel. : (603) - 2783 9299
Fax : (603) - 2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact Persons : Encik Ahmad Syafiq bin Shaharuddin
Tel.: (603) – 2783 9248 (Ahmad.Syafiq@my.tricorglobal.com)

Encik Zulhafri bin Abdul Rahman
Tel.: (603) – 2783 9289 (Zulhafri@my.tricorglobal.com)