

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL EXTRAORDINARY GENERAL MEETING ("EGM")

Date & Day	Thursday, 22 July 2021
Time	11.00 a.m.
Online Meeting Platform	Online Meeting Platform via www.agriteum.com.my

REMOTE PARTICIPATION AND VOTING ("RPV") FACILITY

Shareholders are to participate, speak (in the form of real time submission of typed texts) and vote (collectively, "participate") remotely at the EGM using RPV provided by **AGRITEUM** Share Registration Services Sdn. Bhd. ("**AGRITEUM**") via its website at www.agriteum.com.my ("**AGRITEUM** Portal").

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the EGM. Shareholders may also submit questions to the Board of Directors ("**Board**") prior to the EGM via the Q&A platform in the **AGRITEUM** Portal from 12:00 p.m. on 16 July 2021 up to 10:30 a.m. on 22 July 2021. If there is time constraint in answering the questions during the EGM, the answers will be answered through email.

If you wish to submit your questions through the Q&A platform via the **AGRITEUM** Portal, you must first register as a user at the **AGRITEUM** Portal. Thereafter, you may select "My Virtual Meeting" under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITY

Individual shareholders/proxies/corporate representatives/attorneys who wish to participate in the EGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of EGM	
(i) Register as a user (only applicable to individual)	<ul style="list-style-type: none"> Access AGRITEUM Portal at www.agriteum.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 upload a clear copy of your MyKAD (both front and back page) or Passport. Read and agree to the terms & conditions and thereafter submit your registration. Please enter a valid email address in order for you to receive the verification email from the AGRITEUM Portal. Please verify your email address before the link expire in one (1) hour from your registration. Your registration will be verified and approved by the AGRITEUM Portal. Once approved, an email notification will be sent to you.
(ii) Submit your Question	<ul style="list-style-type: none"> You may pre-submit your questions using the AGRITEUM Portal from 12:00 p.m. on 16 July 2021 up to 10:30 a.m. on 22 July 2021.
On the day of EGM (22/07/2021)	
(iii) Login to AGRITEUM Portal at www.agriteum.com.my	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 10:30 a.m. i.e. 30 minutes before the commencement of the EGM on Thursday, 22 July 2021 at 11:00 a.m. If you have forgotten your password, you can reset it by clicking on "Forgot Password".
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> Select the "Virtual Meeting" from main menu. Click <<Join Meeting>> in order to join the live streaming of the EGM. If you have any question(s) during the EGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the EGM ("Chairman") / Board / 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 answered through email. If you are using a smartphone to participate in the EGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the EGM. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(v) Online remote voting	<ul style="list-style-type: none"> Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. Voting session will commence once the Chairman of the EGM declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. 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.
(vi) End of RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the EGM.

Notes to users of the RPV Facility:

- (a) Should your registration as user be approved and you are a shareholder/proxyholder/corporate representative to join the EGM, 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 **AGRITEUM** 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 **AGRITEUM** Portal, please call +604-2282 321 or e-mail to **agriteumsrs@gmail.com** for assistance.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the EGM.

RECORD OF DEPOSITORS ("ROD") FOR THE EGM

Only shareholders whose names appear on the ROD as at 15 July 2021 shall be entitled to participate or appoint proxy(ies) to participate at the EGM via the RPV Facility.

PROXY

1. The EGM will be conducted on a fully virtual basis. If you are unable to participate the EGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Form of Proxy.
2. If you wish to appoint proxy(ies) to participate in the EGM using the RPV Facility, the Form of Proxy **must be completed and deposited** at the Company registered office at 3rd Floor, Wisma Kobay, No. 42-B, Jalan Rangoon, 10400 Georgetown, Penang, Malaysia not less than forty-eight (48) hours before the time fixed for holding the EGM. Please refer to Form of Proxy for the details.
3. Shareholders who have appointed a proxy or attorney or authorised representative to participate at the EGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the **AGRITEUM** Portal prior to the EGM.

REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the EGM by yourself, please write in to **AGRITEUM Share Registration Services Sdn Bhd** not less than forty-eight (48) hours before the time fixed for holding the EGM to revoke the earlier appointed proxy.

POLL VOTING

1. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"), all resolutions set out in the Notice of the EGM of the Company shall be put to vote by way of a poll. The Company has appointed **AGRITEUM** Share Registration Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Merchant Sdn Bhd as Independent Scrutineers to verify the poll results.
2. 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 (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the EGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the EGM and on Bursa Securities website at www.bursamalaysia.com.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the EGM.

ENQUIRY

If you have any enquiry relating to the EGM, please contact any of the following persons during office hours from 9:00 am to 5:00 pm on Monday to Friday:

AGRITEUM Share Registration Services Sdn Bhd
2nd Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah,
10050 George Town, Pulau Pinang, Malaysia
Telephone Number : 604-2282321
Fax Number : 604-2272391
Email : agriteumsrs@gmail.com
Contact persons : Ms HY Ng or Ms LP Chin

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with **AGRITEUM** Portal to participate and vote remotely at the EGM using the RPV Facility, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.