



## ANCOM BERHAD

[Registration No.: 196901000122 (8440-M)]  
(Incorporated in Malaysia)

### **ANCOM BERHAD (“Ancom” or “Company”): 52<sup>nd</sup> Annual General Meeting (“AGM”) – Administrative Guide for Shareholders**

Meeting Platform	:	<a href="https://tiih.online">https://tiih.online</a>
Day and Date	:	Tuesday, 26 October 2021
Time	:	2.30 p.m.
Broadcast Venue	:	No. 2A, Jalan 13/2, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Mode of Communication (Submission of Questions)	:	Prior to the day of AGM: <ul style="list-style-type: none"><li>• Via <a href="https://tiih.online">https://tiih.online</a> by selecting “<b>e-Services</b>”</li></ul> On the day of AGM: <ul style="list-style-type: none"><li>• Typed text in the Meeting Platform</li></ul>

#### **A. MODE OF MEETING**

The AGM will be conducted entirely through live streaming using remote participation and voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via TIIH Online website at <https://tiih.online>. Shareholders are to participate, speak (via real time submission of typed texts only) and vote remotely using the RPV facilities.

Pursuant to Section 327(2) of the Companies Act 2016, the Chairman shall be present at the Broadcast Venue being the main venue of the AGM. Shareholders will not be allowed to attend the AGM in person at the Broadcast Venue on the day of the Meeting.

#### **B. APPOINTMENT OF PROXY/AUTHORISED REPRESENTATIVE/ ATTORNEY**

If you wish to appoint proxy to participate and vote at the AGM on your behalf, you must ensure that the duly executed Proxy Form is deposited either in a hard copy form at Tricor’s office or by electronic means via TIIH Online website at <https://tiih.online> no later than **Sunday, 24 October 2021 at 2.30 p.m.** (Please refer to the Procedures in Section D below).

Authorised representative of corporate member or attorney must deposit their original Certificate of Appointment of Authorised Representative or the Power of Attorney at Tricor’s office before the time appointed for holding the AGM for the appointment to be valid for the purposes of attending the AGM.

#### **C. PROCEDURES FOR USING THE RPV FACILITIES**

Only shareholders whose name appears in the Record of Depositors as at **18 October 2021** shall be entitled to participate, speak and vote at the AGM or to appoint proxy, authorised representative or attorney, as the case maybe, to participate, speak and vote on their behalf at the AGM.

For shareholder/proxy/authorised representative/attorney who wish to participate in the AGM, please refer to the following procedures for using the RPV facilities:

	Procedure	Action
<b>Prior to the day of AGM</b>		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer or smartphone, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”.</li> <li>For corporate or institutional shareholders, please refer to the registration procedures in Section D below.</li> <li>Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) or two (2) working days and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that you can now register online via TIIH Online to attend the AGM.</li> </ul>
2.	Submit your request	<ul style="list-style-type: none"> <li>Registration is open from <b>Thursday, 30 September 2021</b> until the day of the 52<sup>nd</sup> AGM on <b>Tuesday, 26 October 2021 at 2.30 p.m..</b></li> <li>Shareholder/proxy/authorised representative/attorney are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV facilities.</li> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user ID and password and select the corporate event: “(REGISTRATION) ANCOM 52<sup>nd</sup> AGM”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an email to notify that your registration for remote participation and voting is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at 18 October 2021, the system will send to you an email on or after 24 October 2021 to approve or reject your registration for the RPV facilities.</li> </ul>
<b>On the day of the AGM (26 October 2021)</b>		
3.	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user ID and password for the RPV facilities to participate at the AGM at any time from <b>1.30 p.m.</b> i.e. one (1) hour before the commencement of the AGM on <b>Tuesday, 26 October 2021 at 2.30 p.m..</b></li> </ul>
4.	Participate through live streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “(LIVE STREAMING MEETING) ANCOM 52<sup>nd</sup> AGM” to engage in the proceedings of the AGM remotely.</li> <li>If you have any questions for the Chairman/Board of Directors, you may use the query box in the RPV facilities to type in your questions and to transmit your questions to the Chairman/Board of Directors.</li> </ul>
5.	Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>2.30 p.m. on Tuesday, 26 October 2021</b> until a time when the Chairman announces the completion of the voting session of the AGM.</li> <li>Select the corporate event: “(REMOTE VOTING) ANCOM 52<sup>nd</sup> AGM”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your vote for the resolutions tabled for voting.</li> <li>Confirm and submit your vote.</li> </ul>
6.	End of remote participation and voting	Upon the announcement to be made by the Chairman on the closure of the AGM, the live streaming will end.

Notes to the RPV facilities users:

- (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 broadcast 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, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

#### D. APPOINTMENT OF PROXY(IES)

The AGM will be conducted fully virtual. If you are unable to participate, speak and vote at the AGM via RPV facilities on 26 October 2021, you may appoint a proxy or not more than two (2) proxies or the Chairman of the Meeting as Proxy to attend the AGM on your behalf.

You may submit your Proxy Form to Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or at its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the AGM, otherwise the Proxy Form shall not be treated as valid.

You may also submit the Proxy Form by electronic means via TIIH Online website at <https://tiih.online> no later than **Sunday, 24 October 2021 at 2.30 p.m.**. Please do read and follow the procedures below to submit the Proxy Form by electronic means.

#### **SUBMISSION OF PROXY FORM BY ELECTRONIC MEANS**

The procedures to submit your Proxy Form by electronic means via TIIH Online website are summarised below:

	Procedure	Action
<b>For individual Shareholders</b>		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer or smartphone, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “Sign Up” button and select “Create Account by Individual Holder”.</li> <li>• Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) or two (2) working days and you will be notified via e-mail.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that you can now register online via TIIH Online to attend the AGM.</li> </ul>
2.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of AGM by the Company, login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user ID and password.</li> <li>• Select the corporate event: “<b>ANCOM 52<sup>nd</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy to vote on your behalf.</li> <li>• Appoint your proxy and insert the required details of your proxy or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote at his/her discretion</li> <li>• Review and confirm your proxy appointment.</li> <li>• Print Proxy Form for your record.</li> </ul>

	Procedure	Action
<b>For Corporate or Institutional Shareholders</b>		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer or smartphone, access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Representative of Corporate Holder”.</li> <li>Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><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 proceed with submission of Proxy Form mentioned in 2 below. Please contact the Tricor’s representatives named in Section G below if you need clarifications on the user registration.</i></p>
2.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of AGM by the Company, login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user ID and password.</li> <li>Select the corporate event: “<b>ANCOM 52<sup>nd</sup> AGM – SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for “<b>Submission of Proxy Form</b>” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxy by inserting the required data.</li> <li>Log in again to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>, select the corporate event: “<b>ANCOM 52<sup>nd</sup> AGM – SUBMISSION OF PROXY FORM</b>”</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “<b>Submit</b>” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

Proxy/authorised representative/attorney who wishes to participate, speak and vote in the AGM via the RPV facilities must first register himself/herself for the RPV facilities at TIIH Online website at <https://tiih.online>. Please refer to the procedures for using the RPV facilities stated in Section C above.

#### **E. POLL VOTING**

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

Shareholders can proceed to vote on the resolutions at any time from the commencement of the AGM until the end of the voting session which will be announced by the Chairman of the Meeting.

Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

#### **F. NO RECORDING/PHOTOGRAPHY**

Unauthorised recording and taking photographs of the proceedings at the AGM is strictly prohibited.

**G. ENQUIRIES**

If you have any enquiries on the above, please contact our Share Registrar:

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons :

En. Zulhafri Bin Abdul Rahman +603-2783 9289 ([Zulhafri@my.tricorglobal.com](mailto:Zulhafri@my.tricorglobal.com))

En. Ahmad Syafiq Bin Shahrudin +603-2783 9248 ([Ahmad.Syafiq@my.tricorglobal.com](mailto:Ahmad.Syafiq@my.tricorglobal.com))

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