



**AwanBiru Technology Berhad**  
[Registration No. 201001038336 (922260-K)]  
(Incorporated in Malaysia)

**Administrative Guide**  
**12<sup>th</sup> Annual General Meeting**

**1. Virtual 12<sup>th</sup> Annual General Meeting (“AGM”)**

<b>Date</b>	:	Thursday, 24 November 2022
<b>Time</b>	:	10:00 a.m.
<b>Meeting Platform</b>	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
<b>Broadcast Venue</b>	:	Bera 1 & 2, DoubleTree by Hilton Putrajaya Lakeside, 2, Jalan P5/5, Presint 5, 62200 Putrajaya, Wilayah Persekutuan Putrajaya

The 12<sup>th</sup> AGM of AwanBiru Technology Berhad (“**Awantec**” or the “**Group**”) will be conducted virtually via live-streaming from the abovementioned Broadcast Venue in line with Practice 13.3 of the Malaysian Code on Corporate Governance 2021 which recommends that listed companies leverage technology to facilitate remote shareholders’ participation at general meetings.

Only the Chairman of the 12<sup>th</sup> AGM and other essential individuals will be physically present at the Broadcast Venue to conduct the virtual AGM proceedings. Shareholders, proxies and authorised representatives are invited to participate through the Remote Participation and Electronic Voting facilities (“**RPEV facilities**”) via the above-stated online meeting platform and will not be admitted to the Broadcast Venue.

The quality of the participant’s connection to the RPEV facilities for live webcasts as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote participant.

**2. Shareholders Entitled to Attend the Virtual 12<sup>th</sup> AGM**

Shareholders whose names appear on the Record of Depositors on 16 November 2022 (“**General Meeting Record of Depositors**”) shall be eligible to participate in the virtual 12<sup>th</sup> AGM or appoint proxy(ies) to participate on his/her behalf.

Registration for RPEV facilities will open on Wednesday, 26 October 2022 until 10:00 a.m. on Tuesday, 22 November 2022 (48 hours before the commencement of the Meeting at the 12<sup>th</sup> AGM) (“**Registration Deadline**”).

If you are unable to participate, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate your voting instructions in the Form of Proxy. The instrument appointing a proxy must be received latest by 10:00 a.m. on Tuesday, 22 November 2022 (“**Proxy Lodgement Deadline**”). Please refer to Note 5(d) below in this Administrative Guide.

### 3. RPEV Facilities

Shareholders and proxies are advised to log in to Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> for the following services:

- Register to participate in the virtual 12<sup>th</sup> AGM
- Submit the form of proxy electronically
- Submit request for the Annual Report 2022 and Circular to Shareholders (“**Documents**”)
- Submit questions prior to the virtual 12<sup>th</sup> AGM

You may submit a request for a printed copy of the Documents via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by selecting ‘Request for Annual Report/Circular’ under ‘Investor Services’. However, as part of our efforts to protect the environment, we at Awantec urge you to support our efforts and refer to the digital copies of the following documents instead, which are available on our corporate website at [https://awantec.listedcompany.com/shareholders\\_meeting.html](https://awantec.listedcompany.com/shareholders_meeting.html):

- Annual Report 2022
- Circular to Shareholders
- Notice of 12<sup>th</sup> AGM
- Form of Proxy
- Administrative Guide

### 4. Registration for RPEV at the Virtual 12<sup>th</sup> AGM

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual 12<sup>th</sup> AGM:

Procedures	Steps
Before the day of the AGM	
1. Register online with Boardroom Smart Investor Portal (“ <b>BSIP</b> ”) Note: If you have previously registered with BSIP, you may proceed to Step 2	<p style="color: blue; font-weight: bold;">(Only for first-time BSIP users)</p> a. Access the website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> b. Click ‘Register’ to sign up as a user c. Complete registration and upload softcopy of MyKad (front and back) or passport d. Enter a valid mobile number and email address e. You will receive an email from BSIP for email address verification. Click ‘Verify E-mail Address’ in the e-mail received to continue with the registration f. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click ‘Request OTP Code’ and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click ‘Enter’ to complete the process g. Once your mobile number is verified, registration of your new BSIP account will be pending final verification. Your registration will be verified and approved within one business day and an email notification will be provided

Procedures	Steps
Before the day of the AGM	
<p>2. Submit request for remote participation Note: You must be a registered BSIP user. If not, return to Step 1</p>	<p>The registration for RPEV facilities will open on Wednesday, 26 October 2022 until 10:00 a.m. on Tuesday, 22 November 2022 upon the commencement of the poll voting session to be announced by the Chairman of the Meeting at the 12<sup>th</sup> AGM (“<b>Registration Deadline</b>”)</p> <p>The instrument appointing a proxy must be received latest by 10:00 a.m. on Tuesday, 22 November 2022 (“<b>Proxy Lodgement Deadline</b>”)</p> <p><b>For Individual Shareholders:</b></p> <p>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></p> <p>b. Click ‘Corporate Meeting’ and select from the list of companies – ‘<b>AWANBIRU TECHNOLOGY BERHAD TWELFTH ANNUAL GENERAL MEETING</b>’ and click ‘Enter’</p> <p>c. To attend the virtual AGM remotely</p> <ul style="list-style-type: none"> <li>• Click ‘Register for RPEV’</li> <li>• Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request</li> </ul> <p>d. To appoint proxy</p> <ul style="list-style-type: none"> <li>• Click ‘Submit eProxy Form’</li> <li>• Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate ‘Discretionary’</li> </ul> <p><b>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys:</b></p> <p>a. Write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be)</p> <p>b. Provide a copy of MyKad or passport and a valid email address</p>
<p>3. Verification and email notification</p>	<p><b>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys:</b></p> <p>a. An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification</p> <p>b. Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the 12<sup>th</sup> AGM, which either approves or rejects your request for remote participation</p> <p>c. If your registration is approved, the said email will provide the Meeting ID, User Name and Password for the virtual 12<sup>th</sup> AGM</p>

Procedures	Steps
On the day of the AGM	
4. Log in	<p>a. The RPEV facilities will be open for log-in on Thursday, 24 November 2022 at 9:00 a.m., i.e. one hour before the commencement of the 12<sup>th</sup> AGM</p> <p>b. Click the link provided in the email in Step 3c to join the virtual 12<sup>th</sup> AGM. Insert the Meeting ID and sign in with the User Name and Password provided to you via the same email</p>
5. Participate	<p>a. Please follow the user guides in the email to view the live webcast, submit questions and vote</p> <p>b. To view the live webcast, select the broadcast icon</p> <p>c. To ask a question during the 12<sup>th</sup> AGM, select the messaging icon. Type your question in the chat box and click the send button to submit</p>
6. Vote	<p>a. Once voting has commenced, the polling icon will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session</p> <p>b. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received</p> <p>c. To change your vote, re-select your voting preference</p> <p>d. If you wish to cancel your vote, please press 'Cancel'</p>
7. End	Upon the declaration by the Chairman on the closure of the 12 <sup>th</sup> AGM, the live webcast will end

## 5. Appointment of Proxy

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual 12<sup>th</sup> AGM:

(a) If a shareholder is unable to participate at the 12<sup>th</sup> AGM, he/she is entitled to appoint one or more proxies to exercise all or any of his/her rights to attend, participate, speak and vote for him/her subject to the following provisions:

(i) save as provided in item 5(b) below, the Companies Act 2016 (“**the Act**”) and any applicable law, each shareholder/Member shall not be permitted to appoint more than two proxies to attend the same meeting; and

(ii) where a shareholder/Member appoints more than one proxy, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.

(b) For the avoidance of doubt and subject always to item 5(a)(ii) above, the Act and any applicable law:

(i) where a shareholder/Member is an exempt authorised nominee, which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“**omnibus account**”), there is no limit to the number of proxies which the authorised nominee may appoint in respect of each omnibus account it holds; and

(ii) where a shareholder/Member is an authorised nominee, it may appoint at least one proxy in respect of each security account it holds to which ordinary shares in the Company are credited. Each appointment of proxy by an authorised nominee may be made separately or in one instrument of proxy and should specify the securities account number and the name of the beneficial owner for whom the authorised nominee is acting.

(c) There shall be no restriction as to the qualification of the proxy. Hence, a proxy may but need not be a Member. A proxy appointed to attend and vote at the meeting shall have the same rights as a shareholder/Member to attend, participate, speak and vote at the meeting.

(d) The instrument appointing a proxy ("**Form of Proxy**") must be received by Boardroom Share Registrar Sdn Bhd ("**Boardroom**") latest by 10:00 a.m. on Tuesday, 22 November 2022 ("**Proxy Lodgement Deadline**"). The Form of Proxy may be deposited with Boardroom in the following manner:

(i) By electronic means Through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by logging in and selecting 'Submit eProxy Form'.

(ii) In hardcopy form By sending the ORIGINAL Form of Proxy by hand or post to Level 11, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.

(e) If you choose to deposit the Form of Proxy by hand or post, the Form of Proxy shall:

(i) in the case of an individual, be in writing under the hand of the appointer or of his/her attorney; and

(ii) in the case of a corporation, be either under the corporation's seal or under the hand of an officer or attorney duly authorised.

(f) If you have submitted your Form of Proxy and subsequently decide to appoint another person or you wish to participate in the 12<sup>th</sup> AGM, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of proxy no later than 10:00 a.m. on Tuesday, 22 November 2022, being 24 hours before the meeting.

(g) The Company reserves the right to reject incomplete or erroneous forms. If the Form of Proxy is submitted without an indication as to how the proxy shall vote on any particular resolution, the proxy may exercise his discretion as to whether to vote on such matter and if so, how.

## **6. Appointment of Corporate Representative or Attorney**

For a corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the 12<sup>th</sup> AGM, please deposit the ORIGINAL Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to Level 11, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor not later than 10:00 a.m. on Tuesday, 22 November 2022. Upon verification against the General Meeting Record of Depositors, an email will be sent to the corporate representative by Boardroom to furnish the User Name and Password. Please note that only one User Name will be provided to each corporate representative.

## **7. Submission of Questions**

(a) Prior to the virtual 12<sup>th</sup> AGM Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Smart Investor Portal at [ir@awantec.com](http://ir@awantec.com) latest by 12:00 p.m. on Monday, 21 November 2022.

(b) During the virtual 12<sup>th</sup> AGM Shareholders may type their questions in the chat box at any time during the virtual session on the online meeting platform until such time that the Chairman decides. In order to ensure the smooth and efficient conduct of the AGM, questions that are repetitive in nature and/or have been previously answered will not be specifically addressed. The Board and Management of Awantec will endeavour to provide the responses at the virtual AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.

## **8. Voting Procedures**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 12<sup>th</sup> AGM will be conducted by poll. The Company has appointed Boardroom Share Registrars Sdn Bhd as the poll administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn. Bhd. as the independent scrutineer to verify the poll results.

The electronic voting session will commence on the day of the 12<sup>th</sup> AGM as announced by the Chairman and will continue until such time that the Chairman declares an end to the voting session.

## **9. No Recording or Photography**

No recording or photography of the virtual 12<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

## 10. Enquiries Relating to the 12<sup>th</sup> AGM

If you have any enquiries prior to the 12<sup>th</sup> AGM or require technical assistance to participate in the virtual 12<sup>th</sup> AGM, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details of which are as follows:

**Telephone Number** : +603 7890 4700 (Help Desk)  
+603 7890 4716 (Encik Mohamed Sophiee bin Ahmad Nawawi)  
+603 7890 4718 (Puan Yusliana binti Md Yusof)

**Fax** : +603 7890 4670

**Email** : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)  
[mohamed.sophiee@boardroomlimited.com](mailto:mohamed.sophiee@boardroomlimited.com)  
[yusliana.yusof@boardroomlimited.com](mailto:yusliana.yusof@boardroomlimited.com)

You are encouraged to submit your enquiries via email to avoid any delays in response. In view of uncertainties that may arise, the Company will observe any new guidelines or procedures that may be issued from time to time, which may affect the administration of the virtual 12<sup>th</sup> AGM as set out in this Administrative Guide. If there is any material change to the proceedings, the Company will issue an announcement on the same accordingly. Hence, please contact the above officers or refer to the Company's website for announcements on the latest update (if any) in relation to the virtual 12<sup>th</sup> AGM.

## 11. Personal Data and Privacy Notice

By registering for the RPEV facilities and/or submitting the instrument appointing a proxy(ies) and/or representative(s), you consent to Awantec processing your personal data in the manner stipulated in the Privacy Notice for Shareholders set out in <https://www.awantec.my/pdpa> and warrant that consent of the proxy(ies) and/or representative(s) whose personal data you have provided has also been obtained accordingly and that they have been informed of the privacy notice.