

ADMINISTRATIVE DETAILS

TENTH ANNUAL GENERAL MEETING (“10th AGM”) OF WCT HOLDINGS BERHAD

Meeting Platform	:	https://web.lumiagm.com/
Day and Date	:	Tuesday, 22 June 2021
Time	:	10.00 a.m.
Broadcast Venue	:	Meeting Room, Level 3, New World Petaling Jaya Hotel, Paradigm, No. 1, Jalan SS7/26A, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Mode of Communication	:	(a) Submit questions via the query box facilities in real time, in the Meeting Platform during the 10 th AGM (b) E-mail questions to enquiries@wct.my prior to the 10 th AGM

Attending the 10th AGM via Remote Participation and Voting (“RPV”) facilities

As the 10th AGM of the Company to be held on 22 June 2021 as a fully virtual meeting, there will be no physical general meeting held and all shareholders of the Company are required to attend the 10th AGM remotely using RPV facilities at <https://web.lumiagm.com/>.

In order to participate in the 10th AGM, shareholders are required to register online with Boardroom Smart Investor Portal at <https://boardroomlimited.my/> on or before 10.00 a.m., Monday, 21 June 2021.

Shareholders who have duly registered online to participate in the 10th AGM via the RPV facilities would be able to exercise their rights to participate (including to pose questions to the Company) and vote at the 10th AGM of the Company remotely. Shareholders may use the query box facility to submit questions in real time during the 10th AGM or e-mail questions to enquiries@wct.my prior to the meeting.

Eligibility to Participate and Vote for Deposited Securities

In respect of deposited securities, only shareholders whose names appear on the Record of Depositors as at 16 June 2021 (General Meeting Record of Depositors) shall be eligible to participate in the 10th AGM or to appoint proxy(ies) to participate and/or vote on his/her behalf, via the RPV facilities.

Proxy

1. If you are a shareholder of the Company but you are not able to personally participate the 10th AGM via the RPV facilities, you may appoint a Proxy to participate and vote on your behalf. You may opt to appoint the Chairman of the meeting as your Proxy to vote on your behalf by indicating your voting instructions in the instrument appointing a Proxy (Proxy Form).
2. If you are a shareholder and wish to participate in the 10th AGM personally via the RPV facilities, please do not submit any Proxy Form to appoint any person(s) to participate and vote on your behalf. If you have lodged a Proxy Form but subsequently wish to participate in the 10th AGM personally, you are required to first revoke the appointment of Proxy by following the steps under the heading “Revocation of Proxy” as set out herein.
3. The appointment of Proxy may be made in a hardcopy form or by electronic means as follows:

In Hardcopy Form

The hardcopy Proxy Form may be deposited at the office of the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than Monday, 21 June 2021 at 10.00 am;

OR

By Electronic Means

The Proxy Form may be submitted via electronic means:

- (a) to the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd via e-mail to bsr.helpdesk@boardroomlimited.com, no later than Monday, 21 June 2021 at 10.00 a.m; or
 - (b) through the Boardroom Smart Investor Portal at <https://boardroomlimited.my/> by logging in and selecting “E-PROXY LODGEMENT” no later than Monday, 21 June 2021 at 10.00 a.m.
4. Please refer to the notes in the Notice and Proxy Form of the 10th AGM for detailed explanations.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees

1. A Corporate Shareholder, Authorised Nominee or Exempt Authorised Nominee may appoint a proxy or proxies to participate and vote on its behalf remotely at the 10th AGM of the Company via the RPV facilities. A Corporate Shareholder, Authorised Nominee or Exempt Authorised Nominee may opt to appoint the Chairman of the meeting as its proxy to vote on its behalf by indicating the voting instructions in the Proxy Form. Please follow the procedures provided in the explanatory notes in the Notice of the 10th AGM and Proxy Form of the 10th AGM for the appointment of Proxy.
2. Instead of appointing a Proxy, a Corporate Shareholder may appoint a corporate representative, duly authorised in writing either under its common seal or under the hand of an authorised officer, to participate and vote remotely at the 10th AGM via RPV facilities.

Electronic Lodgement of Proxy Form (E-Proxy Lodgement)

[Please note that this option is only available to individual shareholders]

Step 1

For first time registration, please refer to the procedures provided under RPV Registration to register online as a user with Boardroom Smart Investor Portal at <https://boardroomlimited.my/>. If you have already registered or signed up as a user via Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 below for the e-Proxy lodgement.

Step 2




- (a) Access Boardroom’s website at <https://boardroomlimited.my/>
- (b) Login with your user ID (i.e. email address) and password.
- (c) Go to “**E-PROXY LODGEMENT**” and browse the Meeting List for “**WCT HOLDINGS BERHAD (10th) ANNUAL GENERAL MEETING**” and click “**APPLY**”.
- (d) Read the terms and conditions and confirm the Declaration.
- (e) Enter your CDS account number and indicate the number of securities for your proxy to vote on your behalf.
- (f) Enter the required particulars of your proxy or appoint the Chairman of the Meeting as your proxy.
- (g) Indicate your voting instructions for the proxy– FOR or AGAINST or ABSTAIN, otherwise your proxy will decide your vote on your behalf.
- (h) Review and confirm your proxy appointment and the voting instructions.
- (i) Click submit.
- (j) Download or print the e-Proxy form acknowledgment.

Revocation of Proxy

If you have submitted your Proxy Form(s) but subsequently decide to appoint another person as your proxy or you wish to personally participate and vote at the 10th AGM via the RPV facilities, please e-mail to bsr.helpdesk@boardroomlimited.com to inform your intention to revoke the earlier appointed proxy no later than twenty-four (24) hours before the convening of the 10th AGM.

Voting Procedure

1. The voting on all resolutions to be tabled at the 10th AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn Bhd as the Independent Scrutineer to verify the poll results.

2. During the fully virtual 10th AGM, the Chairman will invite the Poll Administrator to provide a briefing on the e-Voting administrative rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. There are 2 methods for shareholders and proxies to access the fully virtual 10th AGM to participate and vote remotely using their personal devices. The methods are:-
 - (a) Accessing via the QR Scanner Code provided in the email to shareholders or their proxies; or
 - (b) Accessing the website URL <https://web.lumiagm.com/>.
4. Shareholders and proxies may access the fully virtual 10th AGM to participate and vote remotely via any one of the following type of personal devices:-
 - (a) Smart phones 
 - (b) Tablets 
 - or (c) Personal computer or Laptops 
5. The Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Scrutineer will announce the results and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

Steps for Registration for RPV facilities

1. Please note that this option is available to (i) individual shareholders (ii) corporate shareholders (ii) Authorised Nominees and (iv) Exempt Authorised Nominees.
2. When participating in the meeting remotely, you will be able to view a live webcast of the 10th AGM, submit your questions to the Board of Directors and cast your votes in real time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for a login ID and password in order to participate in the fully virtual 10th AGM.

Before the AGM Day

Step 1-Register Online as a User with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already registered or signed up as a user via Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and password]

- (a) Access website <https://boardroomlimited.my/>
- (b) Click <<Login>> and click <<Register>> to sign up as a user
- (c) Complete registration and upload softcopy of your MyKAD (front and back) or Passport in JPEG, PNG or PDF format.
- (d) Please enter a valid email address and wait for Boardroom's email verification
- (e) Your registration will be verified and approved within one business day and email notification will be provided.

Step-2 Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 11 May 2021]

Individual Members

- Login to <https://boardroomlimited.my/> using your user ID and password.
- Select "Hybrid/Virtual Meeting" from main menu and select the correct Corporate Event "WCT HOLDINGS BERHAD (10th) ANNUAL GENERAL MMEETING".
- Read and agree to the terms & conditions.
- Enter your CDS Account Number and thereafter submit your request.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and the CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request for the user ID and password for the appointed Corporate Representative or Proxy, respectively.
- Corporate shareholders must also provide a copy of the Corporate Representative's MyKad (Front and Back)/Passport in JPEG, PNG or PDF format as well as his/her email address.

Authorised Nominees and Exempt Authorised Nominees

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and the CDS Account Number accompanied with the Proxy Form to submit the request for the user ID and password for the appointed Proxy.
 - Authorised nominees and exempt authorised nominees must also provide a copy of the Proxy Holder's MyKad (Front and Back)/Passport in JPEG, PNG or PDF format as well as his/her email address.
- (a) You will receive a notification from Boardroom that your request has been received and is being verified.
 - (b) Upon system verification against the 10th AGM's Record of Depositors as at 16 June 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - (c) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
 - (d) Please note that the closing time to submit your request is 10.00 a.m. on Monday, 21 June 2021 (24 hours before the 10th AGM).

On the AGM Day

Step 3-Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- (a) The Virtual Meeting portal will be open for login starting an hour (1 hour) before the commencement of the 10th AGM at 10.00 a.m. on Tuesday, 22 June 2021.
- (b) Follow the steps given to you in the email along with your remote participation user ID and password to login to the Virtual Meeting portal. (Refer to Step 2(c) above).
- (c) The steps will also guide you on how to view live webcast, ask questions and vote.
- (d) The live webcast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the 10th AGM.
- (e) You can then logout from the Virtual Meeting Portal.

No Door Gifts or Food Voucher

There will be no distribution of door gifts or refreshment available during the 10th AGM as the meeting is conducted on a fully virtual basis.

Posing Questions and Voting at the fully virtual 10th AGM

The Chairman and the Board of Directors will endeavour to respond to questions submitted by shareholders which are related to the resolutions to be tabled at the 10th AGM and pertaining the performance of the Company, during the live webcast of the 10th AGM.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 10th AGM, after the Chairman has opened the poll on the resolutions for voting. Shareholders and proxies are reminded to cast their votes before the poll is closed.

Company’s Presentation at the fully virtual 10th AGM

Shareholders who participate in the fully virtual 10th AGM will be able to view the Company’s slide presentations via the webcast streamed live.

Procedures for the fully virtual 10th AGM

The Login User Guide for participation, posing questions and voting at the 10th AGM, will be emailed to you by Boardroom Share Registrars Sdn Bhd together with your remote participation user ID and password once your registration has been approved.

You must ensure that you have a stable and uninterrupted connection to the internet at all times during the fully virtual 10th AGM in order to participate and vote at the fully virtual 10th AGM via the RPV facilities. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location where you are at. The Company shall not be responsible for your failure to participate and/or vote at the fully virtual 10th AGM due to any interruption or lack of internet connection at the location where you are at.

No Recording or Photography

Unauthorised recording and photography of the 10th AGM proceedings is strictly not allowed.

Communication Guidance

Shareholders and proxies are also reminded to monitor the Company’s website and announcements for any changes to the 10th AGM arrangements.

Enquiry

If you have any enquiries prior to the 10th AGM, please contact our Share Registrar during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.).

Boardroom Share Registrars Sdn Bhd

Address: 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Khay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line: 603-7890 4700
Fax Number: 603-7890 4670
Email: bsr.helpdesk@boardroomlimited.com