

## **ADMINISTRATIVE DETAILS**

### **NINTH ANNUAL GENERAL MEETING (“9<sup>th</sup> AGM”) OF WCT HOLDINGS BERHAD**

Meeting Platform	:	<a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>
Day and Date	:	Wednesday, 5 August 2020
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 9 <sup>th</sup> AGM (b) E-mail questions to <a href="mailto:enquiries@wct.my">enquiries@wct.my</a> prior to the 9 <sup>th</sup> AGM

#### **Attending the 9<sup>th</sup> AGM via Remote Participation and Voting (“RPV”) facilities**

As the 9<sup>th</sup> AGM of the Company to be held on 5 August 2020 as a fully virtual meeting, there will be no physical general meeting held and all shareholders of the Company are required to attend the 9<sup>th</sup> AGM remotely using RPV facilities at <https://web.lumiagm.com/>.

In order to participate in the 9<sup>th</sup> AGM, shareholders are required to register online with Boardroom Smart Investor Portal at <https://boardroomlimited.my> on or before 10.00 a.m., Tuesday, 4 August 2020.

Shareholders who have duly registered online to participate in the 9<sup>th</sup> 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 9<sup>th</sup> AGM of the Company remotely. Shareholders may use the query box facility to submit questions in real time during the 9<sup>th</sup> AGM or e-mail questions to [enquiries@wct.my](mailto: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 29 July 2020 (General Meeting Record of Depositors) shall be eligible to participate in the 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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 at Boardroom Share Registrars Sdn Bhd, 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than Tuesday, 4 August 2020 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](mailto:bsr.helpdesk@boardroomlimited.com), no later than Tuesday, 4 August 2020 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 Tuesday, 4 August 2020 at 10.00 a.m.
4. Please refer to the notes in the Notice and Proxy Form of the 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> AGM and Proxy Form of the 9<sup>th</sup> 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 9<sup>th</sup> AGM via RPV facilities.

### **Electronic Lodgement of Proxy Form (E-Proxy Lodgement)**

#### **- Only applicable to individual member**

#### **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” 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 9<sup>th</sup> AGM via the RPV facilities, please e-mail to [bsr.helpdesk@boardroomlimited.com](mailto: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 9<sup>th</sup> AGM.

### **Voting Procedure**

1. The voting on all resolutions to be tabled at the 9<sup>th</sup> 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 9<sup>th</sup> 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 3 methods for shareholders and proxies to access the fully virtual 9<sup>th</sup> AGM to participate and vote remotely using their personal devices. The methods are:-
  - (a) Accessing the **Lumi AGM** app which can be downloaded free of charge from the Apple App Store or Google Play Store, prior to the meeting; or
  - (b) 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 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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
- (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 26 June 2020]*

##### **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 9<sup>th</sup> Virtual AGM".
- Enter your CDS Account.
- Read and agree to the terms & conditions and thereafter submit your request.

**Corporate Shareholders**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto: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 Form of Proxy 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 as well as his/her email address.

**Authorised Nominees and Exempt Authorised Nominees**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of the Member and the CDS Account Number accompanied with the Form of Proxy 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 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 AGM's Record of Depositors as at 29 July 2020, 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 Tuesday, 4 August 2020 (24 hours before the 9<sup>th</sup> 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 9<sup>th</sup> AGM at 10.00 a.m. on Wednesday, 5 August 2020.
- (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 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 9<sup>th</sup> 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 9<sup>th</sup> AGM as the meeting is conducted on a fully virtual basis.

**Posing Questions and Voting at the fully virtual 9<sup>th</sup> 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 9<sup>th</sup> AGM and pertaining the performance of the Company, during the live webcast of the 9<sup>th</sup> AGM.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 9<sup>th</sup> 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 9<sup>th</sup> AGM**

Shareholders who participate in the fully virtual 9<sup>th</sup> AGM will be able to view the Company’s slide presentations via the webcast streamed live.

**Procedures for the fully virtual 9<sup>th</sup> AGM**

The Login User Guide for participation, posing questions and voting at the 9<sup>th</sup> 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 9<sup>th</sup> AGM in order to participate and vote at the fully virtual 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> 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 9<sup>th</sup> AGM arrangements.

**Enquiry**

If you have any enquiries prior to the 9<sup>th</sup> 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: 11<sup>th</sup> 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](mailto:bsr.helpdesk@boardroomlimited.com)