

ADMINISTRATIVE DETAILS

TWELFTH ANNUAL GENERAL MEETING (“12th AGM”) OF WCT HOLDINGS BERHAD

Day and Date	:	Thursday, 15 June 2023
Time	:	10.00 a.m.
Meeting Platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC – D6A357657)
Broadcast Venue	:	Meeting Room, Level 3, Le Méridien Petaling Jaya, 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 12 th AGM (b) E-mail questions to enquiries@wct.my prior to the 12 th AGM

Attending the 12th AGM via Remote Participation and Electronic Voting (“RPEV”) facilities

The 12th AGM of the Company to be held on 15 June 2023 is a virtual meeting where there will be no physical general meeting held and all shareholders of the Company are required to attend the 12th AGM remotely using RPEV facilities at <https://meeting.boardroomlimited.my>

In order to participate the 12th AGM, shareholders are required to register online with BoardRoom Smart Investor Portal at <https://investor.boardroomlimited.com> on or before 10.00 a.m., Wednesday, 14 June 2023.

Shareholders who have duly registered online to participate in the 12th AGM via the RPEV facilities would be able to exercise their rights to participate (including to pose questions to the Company) and vote at the 12th AGM of the Company remotely. Shareholders may use the query box facility to submit questions in real time during the 12th 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 **9 June 2023** (General Meeting Record of Depositors) shall be eligible to participate in the 12th AGM or to appoint proxy(ies) to participate and/or vote on his/her behalf, via the RPEV facilities.

Lodgement of Proxy Form

1. If you are a shareholder of the Company but you are not able to personally participate the 12th AGM via the RPEV 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 12th AGM personally via the RPEV facilities, please do not submit any Proxy Form for the meeting. If you have lodged a Proxy Form but subsequently wish to participate in the 12th 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 Poll Administrator office of the Company’s Share Registrar, Boardroom Share Registrars Sdn Bhd (or “Boardroom”) 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 Wednesday, 14 June 2023 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 Wednesday, 14 June 2023 at 10.00 a.m.; or
- (b) through the BoardRoom Smart Investor Portal at <https://investor.boardroomlimited.com> by logging in and selecting “E-PROXY LODGEMENT” no later than Wednesday, 14 June 2023 at 10.00 a.m.

4. Please refer to the notes in the Notice and Proxy Form of the 12th AGM for detailed explanations.

Voting Procedure




1. The voting on all resolutions to be tabled at the 12th AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A(1) 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 virtual 12th 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. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.
3. For the purpose of this 12th AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

Online Registration Procedure

1. Shareholder/proxies/corporate representatives/attorneys of the Company shall use the RPEV facilities to participate, posing questions to the Board of Directors of the Company (“Board”) via real time submission of typed texts and vote at the 12th AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
2. Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants. Therefore, kindly ensure that connectivity for the duration of the meeting is maintained.
3. If you wish to participate in the 12th AGM yourself, please do not submit any Proxy Form for the 12th AGM. You will not be allowed to participate in the 12th AGM together with a proxy appointed by you.
4. Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

BEFORE AGM DAY		
Procedure	Action	
i.	Register Online with BoardRoom Smart Investor Portal (“BSIP”) (for first time registration only)	<p>(Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step (ii), submit a request for Remote Participation user ID and password.)</p> <ol style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com b. Click <<Register>> to sign up as a user. c. Please select the correct account type i.e. sign up as “Shareholder/ Unitholder” or “Corporate Holder”. d. Complete the registration with all required information. Upload a softcopy of your or representative’s MyKAD/Identification Card (front and back) or Passport. For Corporate Holder, kindly upload the authorisation letter as well. Click “Sign Up”. e. You will receive an e-mail from BSIP Online for e-mail address verification. Click on “Verify E-mail Address” from the e-mail received to continue with the registration. f. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on “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. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
ii.	Submit request for remote participation (User ID and Password)	<p>(Note: Registration for remote access will be opened on 27 April 2023 up to 14 June 2023 at 10.00 a.m. or at any adjournment thereof)</p> <p>For Shareholders</p> <ol style="list-style-type: none"> a. Login to https://investor.boardroomlimited.com using your user ID and password created with BSIP from Step (i) above. b. Select “WCT HOLDINGS BERHAD 12TH VIRTUAL AGM ” from the list of Corporate Meetings and click “Enter”. <p>To attend the AGM remotely</p> <ol style="list-style-type: none"> a. Click on “Register for RPEV” b. Read and agree to the Terms & Conditions and click “Next”. c. Enter your CDS Account and thereafter submit your request. <p>Appointment of Proxy</p> <ol style="list-style-type: none"> a. Click on “Submit eProxy Form”. b. Select the company you would like to represent if more than one (for Corporate Holder). c. Enter your CDS Account Number and number of securities held. d. Select your proxy – either the Chairman of the meeting or individual named proxy(ies). e. Read and accept the General Terms and Conditions by clicking “Next”. f. Enter the required particulars of your proxy(ies). g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. h. Review and confirm your proxy appointment and click “Apply”. i. Download or print the eProxy form as acknowledgement.

		<p><i>Note for Corporate Holders: if you wish to appoint more than one (1) company, kindly click the home button and select “Edit Profile” in order to add company name.</i></p> <p>Corporate Holders (via email)</p> <ol style="list-style-type: none"> Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Shareholder, CDS account number accompanied with the certificate of appointment of a corporate representative or Proxy Form (as the case may be) to submit the request. Please provide a copy of corporate representative’s MyKad/Identification Card (front and back) or Passport as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <p>Via BSIP</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password created with BSIP from Step (i) above. Select “WCT HOLDINGS BERHAD 12TH VIRTUAL AGM ” from the list of corporate meetings and click "Enter". Click on “Submit eProxy Form”. Select the company you would like to represent if more than one. Proceed to download the file format for “Submission of Proxy Form” from BSIP. Prepare the file for the appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Review and confirm your proxy appointment and click “Submit”. Download or print the eProxy form as acknowledgement. <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select “Edit Profile” in order to add company name.</i></p> <p>Via email</p> <ol style="list-style-type: none"> Write in to BSR.Helpdesk@boardroomlimited.com by providing softcopy of the Proxy Form, the name of shareholders and CDS Account Number to submit the request. Please provide a copy of proxy holder’s MyKad/Identification Card (front and back) or Passport as well as his/her email address.
iii.	Email notification	<ol style="list-style-type: none"> You will receive notification from Boardroom that your request(s) has been received and is being verified. Upon system verification against the Record of Depositories of the 12th AGM as at Friday, 9 June 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date. Please note that the closing date and time to submit your request is by Wednesday, 14 June 2023 at 10.00 a.m. or at any adjournment thereof.

ON THE DAY OF THE AGM		
Procedure		Action
iv.	Login to Virtual Meeting Platform	<p>a. The Virtual Meeting Platform will be opened for login one (1) hour before the commencement of the 12th AGM at 10.00 a.m. on Thursday, 15 June 2023 or at any adjournment thereof, which can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> ➤ Launch Lumi AGM by scanning the QR Code provided in the email notification; ➤ Access to Lumi AGM meeting platform via website at https://meeting.boardroomlimited.my. <p>b. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii) above.</p>
v.	Participate	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
vi.	Voting	<p>a. Once the Meeting is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, re-select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "CANCEL".</p>
vii.	End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the 12th AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can now logout from the virtual meeting platform.</p>

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 12th AGM via the RPEV 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 12th AGM.

Posing Questions and Voting at the virtual 12th 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 12th AGM and pertaining the performance of the Company, during the live webcast of the 12th AGM.

Questions submitted by the shareholders online will be moderated before being sent to the Chairman to avoid repetition.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 12th 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 virtual 12th AGM

Shareholders who participate in the virtual 12th AGM will be able to view the Company's slide presentations via the webcast streamed live.

Procedures for the virtual 12th AGM

The Login User Guide for participation, posing questions and voting at the 12th 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 virtual 12th AGM in order to participate and vote at the virtual 12th AGM via the RPEV 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 virtual 12th 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 12th AGM proceedings are strictly not allowed.

Communication Guidance

Shareholders and proxies are also reminded to monitor the Company's website and announcements for any changes to the 12th AGM arrangements.

Enquiry

If you have any enquiries prior to the 12th 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