

ADMINISTRATIVE DETAILS

ELEVENTH ANNUAL GENERAL MEETING (“11th AGM”) OF WCT HOLDINGS BERHAD

| | | |
|-----------------------|---|---|
| Meeting Platform | : | https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC – D6A357657) |
| Day and Date | : | Wednesday, 15 June 2022 |
| 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 11 th AGM (b) E-mail questions to enquiries@wct.my prior to the 11 th AGM |

Attending the 11th AGM via Remote Participation and Electronic Voting (“RPEV”) facilities

The 11th AGM of the Company to be held on 15 June 2022 is a virtual meeting where there will be no physical general meeting held and all shareholders of the Company are required to attend the 11th AGM remotely using RPEV facilities at <https://meeting.boardroomlimited.my>

In order to participate the 11th AGM, shareholders are required to register online with Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> on or before 10.00 a.m., Tuesday, 14 June 2022.

Shareholders who have duly registered online to participate in the 11th 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 11th AGM of the Company remotely. Shareholders may use the query box facility to submit questions in real time during the 11th 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 2022** (General Meeting Record of Depositors) shall be eligible to participate in the 11th 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 11th 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 11th 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 11th 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 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 Tuesday, 14 June 2022 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 Tuesday, 14 June 2022 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 Tuesday, 14 June 2022 at 10.00 a.m.
4. Please refer to the notes in the Notice and Proxy Form of the 11th AGM for detailed explanations.

Electronic Lodgement of Proxy Form (E-Proxy Lodgement)

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement)

- (a) Access Boardroom’s website at <https://investor.boardroomlimited.com>.
- (b) Click <<Register>> to sign up as a user. Registration is free.
- (c) Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or your 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 (1) business day and an email notification will be provided. If you are unable to register before **Tuesday, 14 June 2022**, please contact Boardroom for assistance.

Step 2 – e-Proxy Lodgement

- (a) Login to <https://investor.boardroomlimited.com> using your user ID (i.e. email address) and password.
- (b) Go to “CORPORATE MEETING” and browse the Meeting List for “**WCT HOLDINGS BERHAD 11TH VIRTUAL AGM**” and click “ENTER”.
- (c) Click on “Submit eProxy Form”.
- (d) Read the terms & conditions and confirm Declaration.
- (e) Enter the CDS account number and the total number of securities held.
- (f) Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- (g) Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your vote.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click “APPLY”.
- (j) Download or print the e-Proxy form acknowledgement.

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 11th AGM of the Company via the RPEV 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.
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 11th AGM via RPEV facilities.

3. Corporate Shareholder, Authorised Nominee or Exempt Authorised Nominee are required to refer to the procedures below for the submission of the Certificate of Appointment of Corporate Representative or Proxy Form to Boardroom Share Registrars Sdn Bhd (or referred to as “Boardroom”).
4. Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at Boardroom or email the soft copy to bsr.helpdesk@boardroomlimited.com not later than **Tuesday, 14 June 2022 at 10:00 am**. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

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 11th 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 11th AGM.




Voting Procedure

1. The voting on all resolutions to be tabled at the 11th 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 11th 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 11th 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.

Steps for Registration for RPEV facilities

1. Please note that this option is available to (i) individual shareholders (ii) corporate shareholders (iii) 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 11th 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 as well as to participate and vote in the virtual 11th AGM.

| Procedure | Action |
|--|---|
| Prior to AGM Date | |
| i. Register Online with Boardroom Smart Investor Portal (for first time registration only) | <p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2)</i></p> <ul style="list-style-type: none"> (a) Access Boardroom’s website at https://investor.boardroomlimited.com. (b) Click <<Register>> to sign up as a user. (c) Complete registration and upload softcopy of your MyKad/Identification Card (front and back) or your 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 (1) business day and an email notification will be provided. If you are unable to register, please contact Boardroom for assistance. |
| ii. Submit request for Remote Participation User ID and Password | <p><i>(Note: Registration for RPEV will open from 27 April 2022. You are required to register to ascertain your eligibility to participate the 11th AGM by using RPEV). Shareholders are encouraged to register at least 24 hours before the commencement of the meeting (i.e. Tuesday, 14 June 2022 at 10.00 a.m.) to avoid any delay in the registration.</i></p> <p><u>Individual Members</u></p> <ul style="list-style-type: none"> (a) Log in to https://investor.boardroomlimited.com using your user ID and password. (b) Select “CORPORATE MEETING” from main menu and select WCT HOLDINGS BERHAD VIRTUAL 11TH AGM. (c) Click on “Register for RPEV”. (d) Read and agree to the terms & conditions (e) Enter your CDS account number and click “Submit”. <p><u>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</u></p> <ul style="list-style-type: none"> (a) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or proxy form (as the case may be) to submit the request. (b) Please provide a copy of corporate representative’s or proxy holder’s MyKad/Identification Card (front and back) or Passport as well as his/her email address. |
| iii. Email Notification | <ul style="list-style-type: none"> (a) You will receive notification from Boardroom that your request has been received and is being verified. (b) Upon system verification against the Record of Depositors as at 9 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. (c) If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. (d) Please note that one (1) user ID and password can only log on to one (1) device at a time. |

| On the day of the AGM | | |
|------------------------------|---------------------------|---|
| iv. | Login to Meeting Platform | <p>(a) The Meeting Platform will be open for login one (1) hour before the commencement of the 11th AGM at 10.00 a.m., on Wednesday, 15 June 2022.</p> <p>(b) The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> • Scan the QR Code provided in the user login guide; • Navigate to the website at https://meeting.boardroomlimited.my <p>(c) Enter 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. | Participation | <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 11th AGM, select the messaging icon. </p> <p>(c) Type your message within the chat box and click the send button once completed.</p> <p>Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 11th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.</p> |
| vi. | Voting | <p>(a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>(b) To vote, simply 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, simply 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 11th AGM, the live webcast will end.</p> <p>(b) You can now logout from the Meeting Platform.</p> |

No Door Gifts or Food Voucher

There will be no distribution of door gifts or refreshment available during the 11th AGM as the meeting is conducted on a virtual basis.

Posing Questions and Voting at the virtual 11th 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 11th AGM and pertaining the performance of the Company, during the live webcast of the 11th 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 11th 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 11th AGM

Shareholders who participate in the virtual 11th AGM will be able to view the Company's slide presentations via the webcast streamed live.

Procedures for the virtual 11th AGM

The Login User Guide for participation, posing questions and voting at the 11th 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 11th AGM in order to participate and vote at the virtual 11th 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 11th 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 11th 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 11th AGM arrangements.

Enquiry

If you have any enquiries prior to the 11th 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