

# ADMINISTRATIVE GUIDE FOR THIRTY-FIRST ANNUAL GENERAL MEETING

Date and time of the 31 <sup>st</sup> AGM	:	Wednesday, 30 November 2022 at 9.30 am
Fully virtual online meeting platform	:	<a href="http://www.vpoll.com.my">www.vpoll.com.my</a> (Domain Registration No. with MyNIC Berhad: D1A457149) provided by AI Smartual Learning Sdn. Bhd. in Malaysia

## 1.0 ENTITLEMENT TO PARTICIPATE AND VOTE

- 1.1 Only depositors whose names appear in the Record of Depositors as at 18 November 2022 shall be entitled to participate and/or vote remotely at the AGM or appoint a proxy/proxies to participate and/or vote on his stead.
- 1.2 Eligible members are required to pre-register for the RPV at [www.vpoll.com.my](http://www.vpoll.com.my) to ascertain their eligibility to participate and/or vote at the AGM remotely.

## 2.0 REMOTE PARTICIPATION AND ELECTRONIC VOTING FACILITIES (“RPV”)

### 2.1 Details of the RPV

- i The RPV is available to: individual members; proxy holders; corporate representatives; authorised nominees; and exempt authorised nominees (individually, “participant”, and collectively, “participants”)
- ii Eligible participants are entitled to participate and/or vote remotely at the AGM using the RPV provided by AI Smartual Learning Sdn. Bhd. at [www.vpoll.com.my](http://www.vpoll.com.my) from various devices such as smart phone, tablet, laptop or computer.
- iii The quality of the participant’s connection to the live broadcast is dependent on the bandwidth and stability of the internet of his location and the device he uses.
- iv In the event the participant encounters any issues with pre-meeting registration, submission of questions, log-in, connection to the live streamed meeting or online voting on the meeting day, kindly contact the Poll Administrator (details of the Poll Administrator is stated in Item 4.0 of this administrative guide) for assistance.

### 2.2 Appointment of Proxy(ies)

- i Members may appoint proxy(ies) to participate and/or vote at the AGM via RPV, or to appoint the Chairperson of the Meeting as his proxy by indicating the voting instructions in the Proxy Form [otherwise the proxy(ies) will vote at his discretion] in accordance with the notes and instructions printed therein.
- ii Please ensure that the duly completed and executed Proxy Form is deposited at the *office of the Poll Administrator, AI Smartual Learning Sdn. Bhd. at 23-5, Menara Bangkok Bank, Berjaya Central Park, Jalan Ampang, 50450 Kuala Lumpur, Malaysia* not less than 48 hours before the time appointed for holding the AGM ie. latest by Monday, 28 November 2022 at 9.30 am Alternatively, the duly completed and executed Proxy Form can also be submitted electronically, through [proxy@aismartuallearning.com](mailto:proxy@aismartuallearning.com).
- iii Thereafter, the Poll Administrator will create a USER ID for the appointed proxy(ies) with the login credentials be sent via email to the appointed proxy(ies) to facilitate their access to the RPV.

### 2.3 Appointment of Corporate/Authorised Representative(s)

- i Members who are body corporates may appoint their corporate/authorised representative(s) to participate and/or vote at the AGM.
- ii Appointed corporate/authorised representative(s) shall: (i) provide a copy of his identity card, email address and mobile phone number, and (ii) deposit together with the original evidence of his authority (eg. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority in English or Bahasa Malaysia) to the Poll Administrator at the *office of the Poll Administrator, AI Smartual Learning Sdn. Bhd. at 23-5, Menara Bangkok Bank, Berjaya Central Park, Jalan Ampang, 50450 Kuala Lumpur, Malaysia* not later than Monday, 28 November 2022 at 9.30 am, for verification.

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## 2.0 REMOTE PARTICIPATION AND ELECTRONIC VOTING FACILITIES (“RPV”) (continued)

### 2.3 Appointment of Corporate/Authorised Representative(s) (continued)

- iii Thereafter, the Poll Administrator will create a USER ID for the appointed corporate/authorised representative(s) with the login credentials be sent via email to the appointed corporate/authorised representative(s) to facilitate their access to the RPV.

### 2.4 Submission of Questions

- i Pre-meeting submission of questions - Members are welcome to submit questions to the Board and/or the Auditors of the Company in advance prior to the AGM not later than Monday, 28 November 2022 at 9.30 am electronically, through [proxy@aismartuallearning.com](mailto:proxy@aismartuallearning.com).
- ii Submission of questions during the AGM - Participants may pose questions to the Board and/or the Auditors of the Company via real time submission of typed texts throughout the AGM.
- iii The Board will endeavour to answer the questions received at the AGM.

### 2.5 Voting Procedures

- i Members/proxies/corporate representatives can proceed to vote on the resolutions via the RPV at [www.vpoll.com.my](http://www.vpoll.com.my) at any time from the commencement of the AGM at 9.30 am on 30 November 2022 but before the end of the voting session which will be announced by the Chairperson of the meeting.
- ii Upon completion of the voting session, the appointed independent scrutineers will verify the poll results followed by the Chairperson’s declaration whether the resolutions put to vote were successfully carried or otherwise.

### 2.6 Procedures for RPV

Members/proxies/corporate representatives who wish to participate and/or vote at the AGM remotely via RPV are to follow the requirements and procedures as summarised in “Annex A” as annexed hereto.

## 3.0 OTHERS

- 3.1 NO gifts/meal vouchers - There will be no distribution of gifts or meal vouchers for members/proxies/corporate representatives who participate in the AGM.
- 3.2 NO recording or photography - Unauthorised recording and/or photography are strictly prohibited at the AGM.

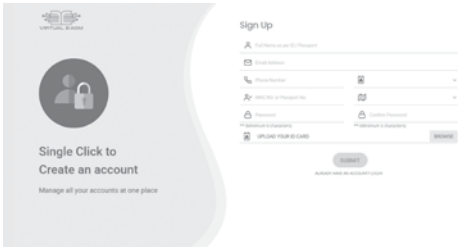
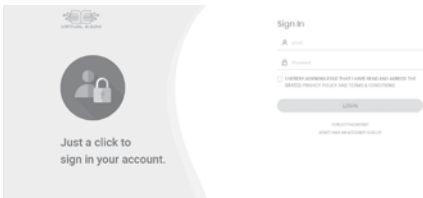
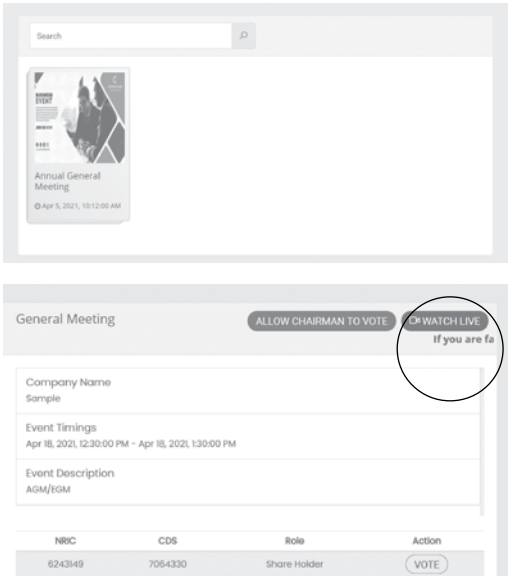

## 4.0 ENQUIRY AND RPV ASSISTANCE

- 4.1 If you have any enquiries on the above, please contact the Poll Administrator during office hours from 9.00 am to 5.00 pm (Monday to Friday, excluding public holidays and days on which the office is closed due to regulations imposed by the Malaysian government to curb the spread of Covid-19 pandemic, if any):

Poll Administrator	:	AI Smartual Learning Sdn. Bhd. 23-5, Menara Bangkok Bank, Berjaya Central Park, Jalan Ampang 50450 Kuala Lumpur, Malaysia
Contact person	:	Mr David Cheng
Telephone No.	:	+60177700887
Email	:	<a href="mailto:davidcheng@aismartuallearning.com">davidcheng@aismartuallearning.com</a>



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## ANNEX A : PROCEDURES FOR RPV

Procedure	Action
<p>1. Register as a user with <a href="http://www.vpoll.com.my">www.vpoll.com.my</a> ("AI-Portal")</p> 	<ul style="list-style-type: none"> <li>Registration is open from 22 November 2022 at 9.30 am until 29 November 2022 at 9.30 am</li> <li>Please access the URL <a href="http://www.vpoll.com.my">www.vpoll.com.my</a>, input your details accordingly and click "submit"</li> <li>After verification, registration will be approved within 1 working day and you will be notified via email with the login credentials to be sent to you. You are advised to change the password to your preferred password for future login</li> <li>If you are already a registered user of AI-Portal, you are not required to register again. You just need to login at the AI-Portal on the AGM day to participate and/or vote thereat</li> </ul>
<p>2. Login to the RPV at <a href="http://www.vpoll.com.my">www.vpoll.com.my</a> on the AGM day</p> <p>BEFORE</p>  <p>AFTER</p>  <p>DURING THE LIVE STREAMING</p> 	<ul style="list-style-type: none"> <li>The AI-Portal will open for access on the AGM day from 30 November 2022 at 8.30 am until the conclusion of the AGM</li> <li>After logging in, click on the event icon to participate the AGM</li> <li>Your screen will divert you to the event page of the AGM as shown</li> <li>To watch live streaming, please click on the blue button "Watch Live" on the top right corner. If you are facing issues in watching live, please click the "Click Here" to open the Zoom application directly</li> <li>Continue watching</li> </ul>

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## ANNEX A : PROCEDURES FOR RPV (continued)

Procedure	Action
<p>3. Submission of questions via RPV</p> 	<ul style="list-style-type: none"> <li>If you wish to raise a question, please click the “Q&amp;A” icon at the bottom of your screen, type your question(s) in the Q&amp;A pop-up screen, and click “Send” to send in the question(s)</li> <li>There is no limitation of the number of questions that you may raise</li> </ul>
<p>4. Casting of votes</p> 	<ul style="list-style-type: none"> <li>To cast your votes, please click return to the earlier tab as shown</li> <li>Please cross check the event details, your name, NRIC number and CDS number. If all are in order, please click the “Vote” button to reach the voting page</li> <li>Your screen will turn to the voting page as shown</li> <li>Please vote accordingly</li> <li>Upon ready to submit your votes, please click on the blue button “Confirm Details and Submit Vote” to complete your voting</li> <li>To view the voting results, please click the green button “Results”</li> <li>The voting results will be presented as shown</li> </ul>
<p>5. Conclusion of AGM</p>	<p>Thank you for your participation</p>