

ADMINISTRATIVE GUIDE FOR THIRTY-SECOND ANNUAL GENERAL MEETING

Date and time of the 32nd AGM ("AGM")	: Thursday, 30 November 2023 at 10.00 am
Fully virtual online meeting platform	: www.vpoll.com.my (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 16 November 2023 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 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 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 Tuesday, 28 November 2023 at 10.00 am Alternatively, the duly completed and executed Proxy Form can also be submitted electronically, through proxy@aismartuallearning.com.
- iii Appointed proxies are required to pre-register for the RPV at www.vpoll.com.my to ascertain their eligibility to participate and/or vote at the AGM remotely.

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 Tuesday, 28 November 2023 at 10.00 am, for verification.
- iii Appointed corporate/authorised representative(s) are required to pre-register for the RPV at www.vpoll.com.my to ascertain their eligibility to participate and/or vote at the AGM remotely.

ADMINISTRATIVE GUIDE FOR THIRTY-SECOND ANNUAL GENERAL MEETING

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

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 Tuesday, 28 November 2023 at 10.00 am electronically, through 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 at any time from the commencement of the AGM at 10.00 am on 30 November 2023 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

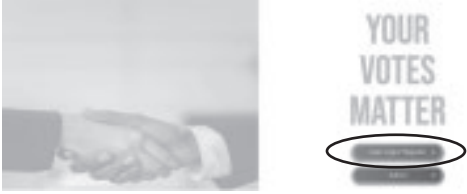
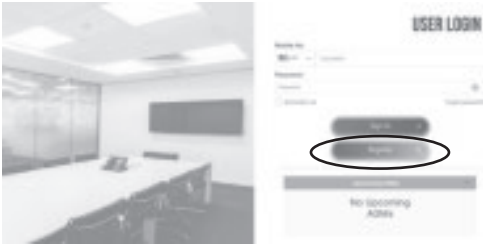

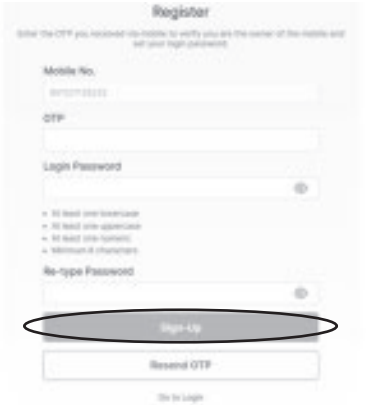

Contact person 1 : David Cheng
Telephone No. : +6017 770 0887
Email : davidcheng@aismartuallearning.com

OR

Contact person 2 : Joan Kang
Telephone No. : +6016 789 4806
Email : joankang@aismartuallearning.com


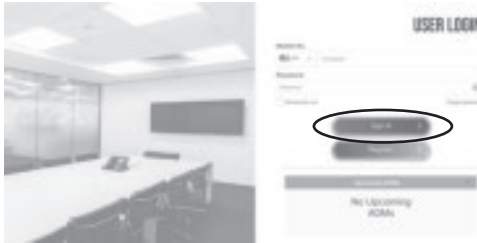


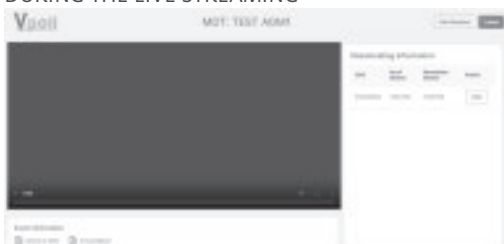
ADMINISTRATIVE GUIDE FOR THIRTY-SECOND ANNUAL GENERAL MEETING

ANNEX A : PROCEDURES FOR RPV

Procedure	Action
1. Register as a user with www.vpoll.com.my	Step
 <p>Landing Page</p>	<ul style="list-style-type: none"> Please access the URL www.vpoll.com.my to reach the landing page Click on “User Login/Register button” to register yourself as a user
 <p>User Login/Register</p>	<ul style="list-style-type: none"> Please click on “Register”
 <p>Mobile Phone Register</p>	<ul style="list-style-type: none"> Please enter your mobile phone number, click on “Get OTP”, and wait for a one-time password (OTP) to be sent to your mobile phone
 <p>OTP and Password fill up form</p>	<ul style="list-style-type: none"> Please insert the OTP, create a login password, and click on “Sign-up”
 <p>Login Page</p>	<ul style="list-style-type: none"> Please re-access the URL www.vpoll.com.my to reach the login page, enter all the login details and click on “Sign In”




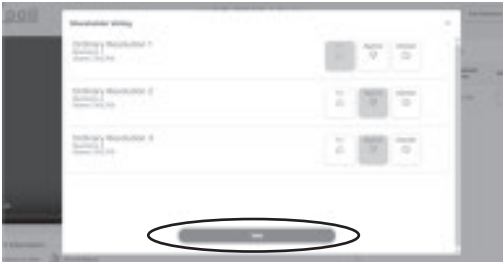
ADMINISTRATIVE GUIDE FOR THIRTY-SECOND ANNUAL GENERAL MEETING

ANNEX A : PROCEDURES FOR RPV (continued)

Procedure	Action
1. Register as a user with www.vpoll.com.my (continued)  <p>Account verification form</p>	Step <ul style="list-style-type: none"> Please fill up all the required fields, upload a copy of your NRIC (for Malaysian)/Passport (for Foreigner) and click on “Submit for Verification” The poll administrator will perform the verification, and approve/reject your application within 12 hours after your submission Thereafter, an email will be sent to the user on the approval/rejection If you received a rejection email, please call the Poll Administrator to resolve the issue If you received an approval email, you may login to the Vpoll anytime therefrom
2. Login to the RPV at www.vpoll.com.my on the AGM Day <p>BEFORE</p> 	Step <ul style="list-style-type: none"> On the AGM Day, please access the URL www.vpoll.com.my The Vpoll will open for access on the AGM Day from 30 November 2023 at 9.00 am until the conclusion of the AGM
<p>AFTER</p> 	<ul style="list-style-type: none"> Click on “Events”, select Bonia AGM, click on “Join” to participate the AGM of Bonia Corporation Berhad
	<ul style="list-style-type: none"> Your screen will divert you to the event page of the AGM as shown To watch livestream, click on “▶” on the livestream widget
<p>DURING THE LIVE STREAMING</p> 	<ul style="list-style-type: none"> Continue watching




ADMINISTRATIVE GUIDE FOR THIRTY-SECOND ANNUAL GENERAL MEETING

ANNEX A : PROCEDURES FOR RPV (continued)

Procedure	Action
3. Submission of questions via RPV	Step
<p>BEFORE</p> 	<ul style="list-style-type: none"> If you wish to raise a question, please click on “Ask Question”
<p>AFTER</p> 	<ul style="list-style-type: none"> Type your question(s) in the Q&A pop-up screen and click on “Submit” to send in the question There is no limitation on the number of questions that you may raise
4. Casting of votes via RPV	Step
	<ul style="list-style-type: none"> To cast your votes, click on “Vote”
	<ul style="list-style-type: none"> You will be shown the voting page Please vote accordingly Upon ready to submit your votes, click on “Vote” to complete your voting

ADMINISTRATIVE GUIDE FOR THIRTY-SECOND ANNUAL GENERAL MEETING

ANNEX A : PROCEDURES FOR RPV (continued)

Procedure	Action
4. Casting of votes via RPV (continued)	Step
	<ul style="list-style-type: none"> To view the voting results, click on “View Result”
	<ul style="list-style-type: none"> The voting results will be presented as shown
5. Conclusion of AGM	Step
	<ul style="list-style-type: none"> Click on “Sign Out” <p>Thank you for your participation</p>