



**YONG TAI BERHAD**  
Registration No. 199401025505 (311186-T)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE**

**IN RESPECT OF THE EXTRAORDINARY GENERAL MEETING (“EGM”) OF YONG TAI BERHAD (“YTB”) TO BE HELD FULLY VIRTUAL VIA AN ONLINE MEETING PLATFORM**

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|---|--------------------------------|--|
| <b>DATE:</b><br><br>Friday,<br>15 July 2022 | <b>TIME:</b><br><br>10.30 a.m. | <b>FULLY VIRTUAL VIA ONLINE MEETING PLATFORM:</b><br><a href="https://bit.ly/3A00a32">https://bit.ly/3A00a32</a> |
|---|--------------------------------|--|

Dear Valued Shareholders,

As a precautionary measure amid COVID-19 outbreak, the Company’s forthcoming Extraordinary General Meeting (“**EGM**”) will be conducted fully virtual via Online Meeting Platform provided by Niche & Milestones International Sdn Bhd, as the safety of our members, Directors, staff and other stakeholders who will attend the EGM is of paramount importance to us.

The conduct of fully virtual EGM is in line with the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers (“**the Revised Guidance Note and FAQ**”) by the Securities Commission Malaysia on 8 March 2022. According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act, 2016 provided that the online platform is located in Malaysia.

We strongly encourage you to participate in the fully virtual EGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

**General Meeting Record of Depositors**

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 6 July 2022 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the or appoint proxy(ies) to attend and/or vote on his(her) behalf.

## Proxy

2. A member entitled to participate and vote remotely at the EGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the EGM via Virtual Meeting Facilities on 15<sup>th</sup> July 2022, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing a proxy must be deposited at the Registered Office of the Company at B-25-2, Block B, Jaya One, No. 72A, Jalan Prof Diraja Ungku Aziz, 46200 Petaling Jaya, Selangor Darul Ehsan, not less than Forty-Eight (48) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, no later than **Wednesday, 13<sup>th</sup> July 2022 at 10.30 a.m.** **The appointed proxy(ies) must register themselves via the Registration Link in item 10 below.**

## Poll Voting

5. The voting at the EGM will be conducted by poll in accordance with Clause 66 of the Company's Constitution. The Company has appointed NICHE & MILESTONES INTERNATIONAL SDN BHD as Poll Administrator to conduct the poll by way of online voting and HMC CORPORATE SERVICES SDN BHD as the independent Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the EGM at 10.30 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The link for the Online Voting will be displayed in the Chat Box of the Virtual Meeting Room upon the Commencement of the EGM. The QR Code will be displayed on the screen of the Virtual Meeting Room upon announced by the Chairman. Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.



## Virtual Meeting Facilities

7. We would like to invite the Shareholders to participate and vote remotely at the EGM using the Virtual Meeting Facilities. Please refer to item 10 on the registration link.
8. For Corporate Shareholders, please register yourself via the Registration Link provided below to provide the following documents to Niche & Milestones International Sdn Bhd no later than **Wednesday, 13<sup>th</sup> July 2022 at 10.30 a.m.:**
  - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
  - (b) Corporate Representative's e-mail address and hand-phone number.

Upon receipt of such documents, Niche & Milestones International Sdn Bhd will liaise with yourselves on the participation link.

9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the EGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the EGM via the Virtual Meeting Facilities, please submit the duly executed proxy form to Niche & Milestones International Sdn Bhd no later than **Wednesday, 13<sup>th</sup> July 2022 at 10.30 a.m.** and register yourself via the Registration Link below.

10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting facilities:

| <b>BEFORE THE EGM</b> |                         |  |
|-----------------------|-------------------------|--|
| (a)                   | REGISTRATION            | <ul style="list-style-type: none"> <li>You may register yourself as Shareholder/ Corporate Representative /Beneficiary Owner of an Exempt Nominee by scanning the QR Code below or via <a href="https://bit.ly/3A00a32">https://bit.ly/3A00a32</a> for verification of attendance purpose <b>not later than Thursday, 14<sup>th</sup> July 2022 at 12.00 p.m.:</b></li> </ul> <div style="text-align: center;">  </div> |
| (b)                   | CONFIRMATION ATTENDANCE | <ul style="list-style-type: none"> <li>Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.</li> </ul>  |
| (c)                   | SUBMISSION OF QUESTIONS | <ul style="list-style-type: none"> <li>You may submit any questions online by scanning the QR Code below or via <a href="https://bit.ly/3NkRvv7">https://bit.ly/3NkRvv7</a> and to submit your questions accordingly:</li> </ul> <div style="text-align: center;">  </div>   |
| <b>ON THE EGM DAY</b> |                         |  |
| (d)                   | PARTICIPATION           | <ul style="list-style-type: none"> <li>Click on the participation link which was provided to you via e-mail.</li> <li>If you have any question to be raised during the meeting, you may submit by using the Q and A box. The Chairman/Board will try to address the questions submitted prior or during the EGM accordingly.</li> </ul>  |
| (e)                   | ONLINE VOTING           | <ul style="list-style-type: none"> <li>The link for the Online Voting will be displayed in the Chat Box of the Virtual Meeting Room upon the Commencement of the EGM. The QR Code will be displayed on the screen of the Virtual Meeting Room upon announced by the Chairman. Voting shall commence from 10.30 a.m. Friday, 15<sup>th</sup> July 2022 until a time when the Chairman announces the closing of the voting session at the EGM venue.</li> </ul>  |
| (f)                   | CLOSURE                 | The EGM will be closed upon the announcement by the Chairman of the meeting, and the Virtual Meeting will end accordingly.   |

**IMPORTANT NOTES, TERM AND CONDITIONS:**

- i) The participation link given is strictly for the registered shareholder to participate and must **NOT** be shared or forwarded to any other person.
- ii) In the event more than one (1) from the same registered shareholder join the virtual meeting and submit multiple votes, his/her vote will be disqualified entirely.

## **Letter for Circular Requisition Form and Proxy Form**

11. A copy of the Letter for Circular Requisition Form and the Proxy Form can be downloaded from YTB's website at <http://www.yongtai.com.my/investor-relations/financial-information/circulars/>.

## **Enquiry**

12. If you have any enquiry or require any assistance before or during the EGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

### **NICHE & MILESTONES INTERNATIONAL SDN BHD**

**Registration No. 200001030837 (533444-V)**

B-25-2, Block B, Jaya One

No. 72A, Jalan Prof Diraja Ungku Aziz

46200 Petaling Jaya

Selangor Darul Ehsan

Mobile/WhatsApp: 017 388 3989

Email: [vmequiry@yahoo.com](mailto:vmequiry@yahoo.com)

Contact Person: Virtual Meeting Administrator

## **Personal Data Privacy**

13. By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.