

**ADMINISTRATIVE DETAILS FOR THE FORTY-FOURTH ANNUAL GENERAL MEETING (44TH AGM) OF MMC CORPORATION BERHAD WHICH WILL BE HELD VIA REMOTE PARTICIPATION AND ELECTRONIC VOTING (VIRTUAL AGM) ON MONDAY, 22 JUNE 2020 AT 10.00 A.M.**

In line with the Government's initiative to curb the spread of the Coronavirus Disease 2019 (COVID-19) and the restriction on mass gathering post Movement Control Order, MMC has decided to convene the 44th AGM of the Company via Remote Participation and Voting (collectively referred hereinafter as Virtual AGM).

The Virtual AGM will be streaming live from the Training Room, Ground Floor, MMC Corporation Berhad, Wisma Budiman, Persiaran Raja Chulan, 50200 Kuala Lumpur, Malaysia (Broadcast Venue).

However, please note that the Broadcast Venue is strictly for compliance with Section 327(2) of the Companies Act 2016, which stipulates that the Chairman shall be at the main venue. Article 16.3 of the Company's Constitution allows a general meeting to be held at more than one (1) venue using any technology or method that enables the Members of the Company to participate and exercise their rights to speak and vote at the general meeting. NO SHAREHOLDERS from the public should be physically present at the Broadcast Venue on the day of the Meeting.

The Company invites shareholders to participate in the 44th AGM from the comfort of their home or office and follow the entire proceedings of the 44th AGM. The Virtual AGM will be conducted in accordance with the practices that have been adopted by other internationally developed capital markets. The Virtual AGM is transparent, has a high level of integrity and is environmentally friendly.

**VOUCHERS**

- No vouchers will be distributed to the shareholders who participate in the Virtual AGM.

**RECORD OF DEPOSITORS FOR ATTENDANCE AT 44TH AGM**

- For the purpose of determining members who shall be entitled to participate in the 44th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 15 June 2020. Only depositors whose names appear on the Record of Depositors as at 15 June 2020 shall be entitled to participate in the 44th AGM or appoint proxies to participate and/or vote on their behalf.

**VOTING**

- The voting at the 44th AGM will be conducted by poll pursuant to Paragraph 8.29A(1) of the Listing Requirements. At the meeting, the Poll Administrator will brief you on the e-polling procedures.

**FORM(S) OF PROXY**

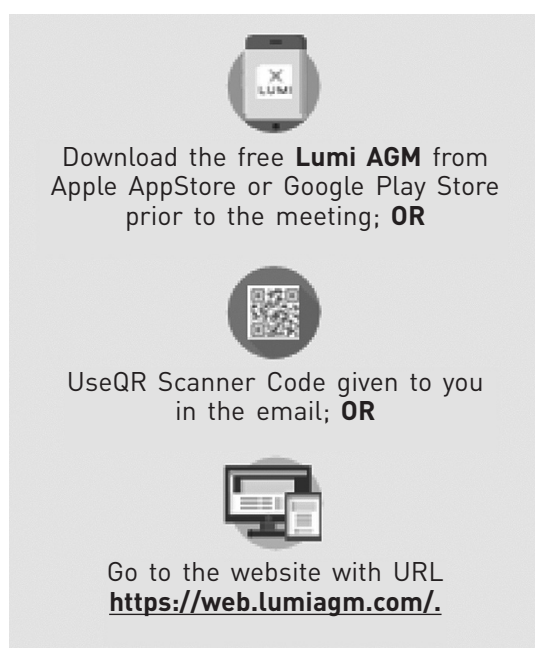
- Shareholders are encouraged to participate and vote at the 44th AGM using remote participation and electronic voting facilities. If you are unable to participate in the Virtual AGM, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form(s).
- You may download the Proxy Form from our website at <http://mmc.com.my/annualreport.html>. Please ensure that the Proxy Form is deposited at the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 24 hours before the time appointed for the meeting or any adjournment thereof.
- Alternatively, you may deposit your Proxy Form by electronic means through the Share Registrar's website, Boardroom Smart Investor Virtual Portal, not less than 24 hours before the time appointed for the meeting or any adjournment thereof. Kindly follow the link at <https://www.boardroomlimited.my> to login and deposit your Proxy Form electronically.

## REVOCATION OF PROXY

- If you have submitted your Proxy Form and subsequently decide to personally participate in the Virtual AGM, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier submitted Proxy Form not less than 24 hours before the meeting.

## VOTING PROCEDURE

- The voting will be conducted by poll in accordance with Paragraph 8.29A(1) of the 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). The Company will also be appointing scrutineers to verify the poll results.
- During the Virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping 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.
- For the Virtual AGM, e-Voting could be carried out via smart mobile phones, tablets or computer/laptops.
- There are three (3) methods for members and proxies who wish to use their voting device to vote remotely. The methods are:



- The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. The Chairman will announce the results and declare whether the resolutions put to the vote were successfully carried or not.

## STEPS FOR REGISTRATION FOR REMOTE PARTICIPATION

1. Please note that the Remote Participation and Electronic Voting is available to:
  - (i) Individual member;
  - (ii) Corporate shareholder;
  - (iii) Authorised Nominee; and
  - (iv) Exempt Authorised Nominee.
2. If you choose to participate in the Virtual AGM, you will be able to view a live webcast of the 44th AGM proceedings, submit questions to the Chairman, and submit 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 to participate in the Virtual AGM.

### **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. Submit a request for Remote Participation user ID and password.]*

- a. Access website <https://www.boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or 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.

### **Step 2 – Submit Request for Remote Participation User ID and Password**

*[Note: The registration for remote access will open on 19 May 2020 onwards.]*

#### **Individual Members**

- Login to <https://www.boardroomlimited.my> using your user ID and password above.
- Select "Hybrid/Virtual Meeting" from the main menu and select the correct Corporate Event "**MMCCORP 44th Virtual AGM**".
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

#### **Corporate Shareholders**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of Corporate Representative's MyKAD (front and back) or Passport as well as his/her email address.

#### **Authorised Nominee and Exempt Authorised Nominee**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
  - Please provide a copy of Proxy Holder's MyKAD (front and back) or Passport as well as his/her email address.
- a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.
  - b. Upon system verification against the General Meeting Record of Depositors as at 15 June 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
  - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
  - d. Kindly be informed that you will be receiving an email from Boardroom on the registration for Virtual AGM.
  - e. Please note that the closing time to submit your request is at 10.00 a.m. on 21 June 2020 (24 hours before the commencement of the 44th AGM).

### **Step 3 – Login to Virtual Meeting Portal**

*[Please note that the quality of the connectivity to Virtual Meeting Portal for a live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- a. The Virtual Meeting Portal will open for login starting **an hour (1 hour) before the commencement of 44th AGM at 9.00 a.m. on Monday, 22 June 2020.**
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal. (Refer to Step 2 above)
- c. The steps will also guide you on how to view the live webcast, submit questions and vote.
- d. The live webcast will end, and the Messaging window will be disabled the moment the Chairman announces the closure of the 44th AGM.
- e. You can now logout from Virtual Meeting Portal.

## **PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE VIRTUAL AGM**

- The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders relating to the resolutions tabled at the 44th AGM, as well as the financial performance/prospect of the Company.
- Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 44th AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

## **PRESENTATION AT THE VIRTUAL AGM**

- Shareholders who participate in the Virtual AGM are able to view the Company's presentation or slides via the live web streaming.

## **PROCEDURE OF THE VIRTUAL AGM**

- The Login User Guide for participation, posing questions and voting at the 44th AGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
- No recording or photography of the 44th AGM proceedings is allowed without the prior written consent of the Company.
- You must ensure that you are connected to the internet at all times in order to participate and vote when the 44th AGM 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 streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

## **ENQUIRY**

- Please email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) if you have general queries prior to the Virtual AGM.

## **PERSONAL DATA**

- 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.

## **ANNUAL REPORT 2019**

- We strongly recommend you to download the digital version of the documents taking into consideration of the carbon footprints arising from the production and delivery of the documents. The Annual Report 2019 and Corporate Governance Report 2019 can be downloaded from the Company's website. Please access the online softcopy through your device by scanning this QR code:



- You may request a printed copy of the Annual Report 2019 by completing the Request Form as attached. Please return the duly completed form via mail/email/fax to:

**Boardroom Share Registrars Sdn. Bhd.**

11th Floor, Menara Symphony,  
 No. 5, Jalan Prof. Khoo Kay Kim,  
 Seksyen 13,  
 46200 Petaling Jaya,  
 Selangor Darul Ehsan,  
 Malaysia

Helpdesk : +603-7890 4700  
 : +603-7890 4716 (Encik Mohamed Sophiee Ahmad Nawawi)  
 : +603-7890 4720 (Cik Amira Natasha Ahmad Zulkifli)  
 Fax No. : +603-7890 4670  
 E-mail address : mohamed.sophiee@boardroomlimited.com  
 : amira.natasha@boardroomlimited.com

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**REQUEST FORM**

To : **Boardroom Share Registrars Sdn. Bhd.**

Please send me a printed copy of the Annual Report 2019 for the financial year ended 31 December 2019.

**Name of Shareholder** : .....

**NRIC / Company Registration No.** : .....

**No. of Ordinary Share(s) held** : .....

**CDS Account No.** : .....

**Mailing Address** : .....

.....

.....

**Signature(s) of :** ..... **Date :** .....

**Shareholder(s) or**

**Common Seal**

Note : Incomplete Request Form will not be entertained.