

ADMINISTRATIVE DETAILS FOR THE FORTY-FIFTH ANNUAL GENERAL MEETING (45TH AGM) OF MMC CORPORATION BERHAD WHICH WILL BE HELD ON A FULLY VIRTUAL BASIS VIA REMOTE PARTICIPATION AND ELECTRONIC VOTING (VIRTUAL AGM) ON MONDAY, 10 MAY 2021 AT 10.00 A.M.

Pursuant to the revised "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission Malaysia (SC's Guidance) on 12 January 2021, a listed issuer shall not conduct a hybrid or physical general meeting in areas under the Movement Control Order (MCO) and Conditional MCO. Listed issuers are encouraged to leverage on technology in conducting general meetings beyond the MCO. MMC's 45th AGM will be conducted 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/PROXY(IES)/CORPORATE REPRESENTATIVES** from the public to be physically present at or admitted to the Broadcast Venue on the day of the Meeting.

The Company invites shareholders to participate in the 45th AGM from the comfort of their home or office and follow the entire proceedings of the 45th 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/proxy(ies)/corporate representatives who participate in the Virtual AGM.

RECORD OF DEPOSITORS FOR ATTENDANCE AT 45TH AGM

- For the purpose of determining members who shall be entitled to participate in the 45th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 3 May 2021. Only depositors whose names appear on the Record of Depositors as at 3 May 2021 shall be entitled to participate in the 45th AGM or appoint proxies to participate and/or vote on their behalf.

FORM(S) OF PROXY

- Shareholders are encouraged to participate and vote at the 45th 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 at Ground Floor or 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 Portal, not less than 24 hours before the time appointed for the meeting or any adjournment thereof. Kindly follow the link at <https://boardroomlimited.my> to login and deposit your Proxy Form electronically. For further information on the electronic lodgement of Proxy Form, kindly refer to the Electronic Lodgement of Form of Proxy below:

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 eProxy Lodgement.)

- Access website <https://boardroomlimited.my>
- Click <<Login>> and click <<Register>> to sign up as a user.
- Complete the registration and upload a softcopy of your NRIC/Identification Card (front and back) or Passport in JPEG or PNG format.
- Please enter a valid email address and wait for Boardroom's email verification.
- Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 eProxy Lodgement

- Access website <https://boardroomlimited.my>
- Login with your User ID and Password given above.
- Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**MMC CORPORATION BERHAD FORTY-FIFTH (45th) VIRTUAL ANNUAL GENERAL MEETING**" and click "**APPLY**".
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Enter your CDS Account Number and indicate the number of securities.
- Appoint your proxy(ies) or the Chairman of the 45th AGM and enter the required particulars for your proxy(ies).
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- Review and confirm your proxy(ies) appointment.
- Click submit.
- Download or print the eProxy Form acknowledgement.

REVOCAION 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 to revoke the earlier submitted Proxy Form not less than 24 hours before the meeting. Upon revocation, your proxy(ies) will not be allowed to participate in the 45th AGM. In such event, kindly advise your proxy(ies) accordingly.

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 the Poll Administrator to conduct the poll by way of electronic voting (e-Voting). SKY Corporate Services Sdn Bhd has been appointed as the scrutineers to verify the poll results.
- Members and proxies are required to use the following methods to vote remotely:
 - a. Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - b. Access to Lumi AGM via the website URL <https://web.lumiagm.com/>

For the purpose of this 45th AGM, e-Voting will be carried out via smart mobile phones, tablets or computer/laptops.

- During the 45th 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.
- 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 e-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 45th 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://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your NRIC/Identification Card (front and back) or Passport in JPEG or PNG format.
- 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 to you.

Step 2 - Submit Request for Remote Participation User ID and Password

Individual Members

- Login to <https://boardroomlimited.my> using your user ID and password given above.
- Select “**VIRTUAL MEETING**” from the main menu and select the correct Corporate Event “**MMC CORPORATION BERHAD FORTY-FIFTH (45th) VIRTUAL ANNUAL GENERAL MEETING**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Enter your CDS account number and thereafter submit your request.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to 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 (as the case maybe) to submit the request.
- Please provide a copy of the Corporate Representative’s NRIC (front and back) or Passport in JPEG or PNG format 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 3 May 2021, 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 and date to submit your request is at **10.00 a.m. on 9 May 2021** (24 hours before the commencement of the 45th 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 45th AGM which is from 9.00 a.m. on Monday, 10 May 2021.**
- 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 once the Chairman announces the closure of the 45th AGM.
- e. You can then 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 45th 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 45th 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 45th 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 45th 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 45th 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 or call the helpdesk number at (+603) 7890 4700 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 corporate 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 2020

- 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 2020 and Corporate Governance Report 2020** 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 2020 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

REQUEST FORM

To : **Boardroom Share Registrars Sdn Bhd**

Please send me a printed copy of the Annual Report 2020 for the financial year ended 31 December 2020.

Name of Shareholder : _____

NRIC/Company Registration No. : _____

No. of Ordinary Share(s) held : _____

CDS Account No. : _____

Mailing Address : _____

Signature(s) of Shareholder(s) or Common Seal : _____ **Date** : _____

Note : Incomplete Request Form will not be entertained