



## TPC PLUS BERHAD

Registration No. 200301012910 (615330-T)  
(Incorporated in Malaysia)  
PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka  
Tel. No. 06-2686315 Fax No. 06-2686327 email : contact@tpc.com.my

### ADMINISTRATIVE GUIDE FOR THE 18TH ANNUAL GENERAL MEETING (“AGM”)

Day and Date : Tuesday, 29 June 2021  
Time : 9:30 a.m.  
Online Meeting Platform : <https://web.vote2u.my>  
Domain Registration Numbers with MYNIC : D6A471702

Depends on the COVID-19 situation in Malaysia, we may be required to change the arrangements of the 18th Annual General Meeting (“AGM”) at short notice. Kindly visit Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) or the Company’s website at [www.tpc.com.my](http://www.tpc.com.my) for the latest updates on the status of the AGM should there be any changes made.

#### MODE OF MEETING

Due to the various measures that have been implemented to curb the spread of COVID-19 particularly a full national lockdown from 1 June 2021 to 28 June 2021 (“FMCO”) by the Government of Malaysia and the revision of the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers by the Securities Commission Malaysia on 1 June 2021 (“SC Guidance Note”), the 18th Annual General Meeting (“AGM”) of TPC Plus Berhad (“TPC” or “the Company”) will be conducted on a fully virtual basis where all meeting participants will participate in the meeting online.

#### ONLINE MEETING PLATFORM

Section 327(2) of the Companies Act 2016 requires that the chairperson of the meeting to be present at the main venue of the meeting and in accordance with the SC Guidance Note, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 if the online platform is located in Malaysia. The 18th AGM of TPC will be held through an online meeting platform provided by Agmo Digital Solutions Sdn Bhd via its website at <https://web.vote2u.my>.

#### ENTITLEMENT TO PARTICIPATE AND VOTE

The Company will, in accordance with Clause 18.7 of the Company’s Constitution, request Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at **22 June 2021** (“ROD”) to determine who shall be entitled to attend the 18th AGM. Only depositors whose names appear on the ROD shall be entitled to attend, speak and vote at the AGM or appoint proxy(ies) to attend and vote on his behalf.

#### PROXY

Shareholders are encouraged to go online, participate and vote at the AGM using the remote participation and voting (“RPV”) facilities. Shareholders who are unable to participate in the fully virtual AGM are strongly encouraged to appoint the Chairman of the meeting as his proxy and indicate the voting instructions in the Proxy Form.

The duly completed Proxy Form must be deposited at the Company's registered office at PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka or received by the Company via e-mail at [proxyform@tpc.com.my](mailto:proxyform@tpc.com.my) not less than 48 hours before the time fixed for holding the meeting or any adjournment thereof.

## VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed a Poll Administrator to conduct the poll by way of electronic voting ("e-voting") and an Independent Scrutineer to verify and validate the poll results.

For the purposes of the fully virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

## PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure internet connectivity throughout the duration of the meeting is maintained while using the RPV facilities provided by Agmo Digital Solutions Sdn. Bhd. via its Vote2U Online website at <https://web.vote2u.my>

Please follow the steps below to participate at the AGM remotely by using the RPV facilities:

### BEFORE AGM DAY

#### A. REGISTRATION

##### Individual Shareholders

Description	Procedure
Shareholders to Register with Vote2U <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	<ol style="list-style-type: none"> <li>a. Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li> <li>b. Select "<b>Sign Up</b>" to sign up as user.</li> <li>c. Read and indicate your acceptance of the 'Privacy Policy' and 'Terms &amp; Conditions' by clicking on a small box <input type="checkbox"/>. Then select "<b>Next</b>".</li> <li>d. Fill in your details – (i) ensure your email address is valid &amp; (ii) create your own password. Then select "<b>Continue</b>".</li> <li>e. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo).</li> <li>f. Registration as user completed.</li> <li>g. An email notification will be sent to you.</li> </ol> <p><u>Note:</u> If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p>

## B. REGISTER PROXY

### Individual Shareholder / Corporate Shareholder / Nominee Company

Description	Procedure
Submit Proxy Form <ul style="list-style-type: none"><li>➤ Individual Shareholders</li><li>➤ Corporate Shareholders</li><li>➤ Authorised Nominee</li><li>➤ Exempt Authorised Nominee</li></ul>	<p>The closing time to submit your hardcopy Proxy Form is on <b>Sunday, 27 June 2021 at 9:30 a.m.</b></p> <p>a. * Fill in the details on the hardcopy Proxy Form and ensure to provide the following information although not requested in the Proxy Form:</p> <ul style="list-style-type: none"><li>○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li><li>○ Email address of the Proxy (ensure email address is valid)</li></ul> <p>b. Submit/Deposit the hardcopy Proxy Form to <a href="mailto:proxyform@tpc.com.my">proxyform@tpc.com.my</a></p> <p><u>Note:</u></p> <p>After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy can use the temporary password to log in to Vote2U.</p> <p>* Check the email address of the Proxy is written correctly.</p>

## ON AGM DAY

## A. WATCH LIVE STREAMING

### Individual Shareholders & Proxies

Description	Procedures
Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>Tuesday, 29 June 2021 at 8:30 a.m.</b>, 1 hour before the commencement of the AGM.</p> <p>a. Login with your email and password.</p> <p>b. Select the General Meeting event (for example, "TPC Plus 18th AGM").</p> <p>c. Check your details.</p> <p>d. Click "<b>Watch Live</b>" button to view the live streaming.</p>

## B. ASK QUESTIONS

### Individual Shareholders & Proxies

Description	Procedures
Ask questions during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <p>a. Click “<b>Ask Question</b>” button to post question(s). b. Type in your question and click “<b>Submit</b>”.</p> <p>The Chairman / Directors / Management will endeavor to respond to the questions submitted by remote shareholders and proxies during the AGM.</p>

## C. VOTE REMOTELY

### Individual Shareholders & Proxies

Description	Procedures
Online remote voting	<p>Once the Chairman announces the opening of remote voting:</p> <p>a. Click “<b>Confirm Details &amp; Start Voting</b>”.</p> <p>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “<b>Next</b>” to continue voting for all resolutions.</p> <p>c. To change your vote, click “<b>Back</b>” and select another voting choice.</p> <p>d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “<b>Confirm</b>” to submit your vote.</p> <p><b>Please note that you will <u>not be able</u> to change your voting choices after you have confirmed and submitted your votes.</b></p>

## ENQUIRY

- a. If you have any enquiry relating to the AGM Administrative Guide, please contact the Company Secretary at 06-2686315 during office hours i.e. Mondays to Fridays (except public holiday) from 9:00 a.m. to 5:00 p.m.
- b. If you have any enquiry relating to the RPV facilities or encounters issues with the log in, steps to connect to live streaming and online voting, please contact

Telephone No. : 03-7664 8520 / 03-7664 8521  
Email : vote2u@agmostudio.com