


ADMINISTRATIVE GUIDE FOR THE 20TH ANNUAL GENERAL MEETING (“AGM”)

3. PROCEDURES FOR RPV VIA RPV FACILITIES

Please read and follow the requirements and procedures below to engage in remote participation through live streaming and online remote voting at the 20th AGM using the RPV facilities:-

Procedure	Action
BEFORE THE 20TH AGM DAY	
<p>(a) Register as a participant in the virtual 20th AGM</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> Using your computer, access to the website at https://rebrand.ly/AIM-AGM. Click on the REGISTER link to register as a participant for the 20th AGM. If you are using mobile devices, you can also scan the QR code provided on the left to access the registration page. Click REGISTER and enter your email, followed by NEXT to fill in your details to register for the 20th AGM. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android, and iOS). Refer to the tutorial guide posted on the same page for assistance.
<p>(b) Submit your online registration</p>	<ul style="list-style-type: none"> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate and vote remotely at the 20th AGM via RPV facilities are required to register prior to the meeting. The registration will open from Monday, 29 April 2024 at 5:00 p.m. and the registration will be closed on Wednesday, 19 June 2024 at 11:00 a.m. Clicking on the link mention in item (a) will redirect you to the 20th AGM event page. Click on the REGISTER link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name [not applicable to proxy(ies) or corporate representative(s) or attorney(s)]. Insert your CDS account number and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declaration. Please review your registration and ensure all information given is accurate before you proceed to click SUBMIT to register for your remote participation. Failure to do so will result in your registration being rejected. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 14 June 2024, the system will send you an e-mail to notify you if your registration is approved or rejected after 15 June 2024. If your registration is rejected, you can contact the Company’s Poll Administrator for clarifications or to appeal.

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Procedure	Action
ON THE DAY OF THE 20TH AGM	
(a) Attending the 20 th AGM	<ul style="list-style-type: none"> Two reminder e-mails will be sent to your inbox. First e-mail will be sent one day before the 20th AGM day, while the second e-mail will be sent 1 hour before the commencement of the 20th AGM. Click JOIN EVENT in the reminder email to participate the RPV.
(b) Participate through live streaming	<ul style="list-style-type: none"> You will be given a short briefing about the system. Your microphone will be muted throughout the whole session. If you have any question for the Chairman/ Board of Directors, you may use the Q&A PANEL to send your questions. The Chairman/ Board of Directors will endeavour to respond to relevant questions if time permits. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. The meeting session will be recorded. Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(c) Online remote voting	<ul style="list-style-type: none"> The Chairman of the Meeting will announce the commencement of the voting session and the duration allowed at the 20th AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen under the “Slido” panel. You are required to indicate your votes for the resolutions that are tabled for voting within the given time frame. Click the SUBMIT button when you have completed. Votes cannot be changed once it is submitted.
(d) End of RPV facility	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 20th AGM, the live streaming session will end.

4. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 14 June 2024 shall be eligible to participate in the 20th AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the proxy forms and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 20th AGM must be deposited by hand or post with the Company’s Share Registrar at Workshire Share Registration Sdn. Bhd. of A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan, no later than **Wednesday, 19 June 2024 at 11:00 a.m.**

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All members are strongly encouraged to participate and vote remotely at the 20th AGM using the RPV facilities. The procedures and requisite documents to be submitted by the respective members to facilitate RPV are summarised below:-

(I) **For Individual Members**

If an individual member is unable to participate the 20th AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(II) **For Corporate Members**

Corporate members [through the appointment of Corporate Representative(s) or proxy(ies)] who wish to participate and vote remotely at the 20th AGM must contact the Company’s Share Registrar with the details set out below for assistance and is required to deposit the following documents to the Company’s Share Registrar no later than **Wednesday, 19 June 2024 at 11:00 a.m.:**

- (a) Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- (b) Copy of the Corporate Representative’s or proxy’s MyKad (front and back)/ Passport; and
- (c) Corporate Representative’s or proxy’s email address and mobile phone number.

If a corporate member [through the appointment of Corporate Representative(s) or proxy(ies)] is unable to participate the 20th AGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(III) **For Institutional Members**

The beneficiaries of the shares under a Nominee Company’s CDS account [“Institutional member(s)”] who wish to participate and vote remotely at the 20th AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 20th AGM. The Nominee Company must then contact the Company’s Share Registrar with the details set out below for assistance and is required to deposit the following documents to the Company’s Share Registrar no later than **Wednesday, 19 June 2024 at 11:00 a.m.:**

- (a) Proxy Form under the seal of the Nominee Company;
- (b) Copy of the proxy’s MyKad (front and back)/ Passport; and
- (c) Proxy’s email address and mobile phone number.

If an institutional member is unable to participate the 20th AGM, the institutional member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

5. **REVOCATION OF PROXY**

Please note that if a Shareholder has submitted his/her Proxy Form prior to the 20th AGM and subsequently decides to personally participate in the 20th AGM via RPV facilities, the Shareholder must contact the Company’s Share Registrar to revoke the appointment of his/her proxy no later than Wednesday, 19 June 2024 at 11:00 a.m.

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6. POLL VOTING

The voting at the 20th AGM will be conducted on a poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”). The Company has appointed Workshire Share Registration Sdn. Bhd. as the Poll Administrator to conduct the poll voting electronically and Symphony Corporate Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the meeting and submit your votes at any time from the commencement of the voting session announced by the Chairman of the meeting. Kindly refer to the “**Procedures for RPV via RPV Facilities**” provided above for guidance on how to vote remotely via the RPV facilities. The Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolution tabled for voting is duly passed or otherwise.

7. RESULTS OF THE VOTING

The resolutions proposed at the 20th AGM and the results of the voting for the same will be announced at the 20th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

8. NO RECORDING OR PHOTOGRAPHY

By participating at the 20th AGM, you agree that no part of the 20th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electrical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

9. NO DOOR GIFT/ FOOD PACKS/ ANY VOUCHER

There will be NO distribution of door gifts or food packs or any vouchers to the shareholders or proxy(ies) who participate in the 20th AGM.

10. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during office hours from 9:00 a.m. to 6:00 p.m. on Monday to Friday (except on public holidays):-

(i) **For Registration, logging in and system related:**

InsHub Sdn. Bhd.

Name : Ms. Eris/ Mr. Calvin
Contact No. : 03-7688 1013
Email : vgm@mlabs.com

(ii) **For Proxy Form and other matters:**

Workshire Share Registration Sdn. Bhd.

Name : Mr. Vemalan a/l Naraynan / Mr. Tee Yee Loon
Contact No. : 03-6413 3271
Email : infosr@wscs.com.my