



## WAH SEONG CORPORATION BERHAD

Registration No.: 199901020946 (495846-A)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

#### **FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING OF WAH SEONG CORPORATION BERHAD ("THE COMPANY")**

Date : Tuesday, 30 May 2023  
Time : 3.00 p.m.  
Broadcasting Venue : Matahari 3 & 4, Level 5, Cititel Mid Valley, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia

#### **Remote Participation and Voting at the fully virtual Twenty-Third Annual General Meeting**

1. The Company will continue to observe the manner in which the Annual General Meeting ("AGM") is to be held as guided by the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and revised on 7 April 2022 as at the date of the notice of the Twenty-Third Annual General Meeting ("23<sup>rd</sup> AGM"). The 23<sup>rd</sup> AGM of the Company shall be conducted through live streaming and online remote participation using Remote Participation and Voting ("RPV") Facilities as a fully virtual general meeting at the Broadcasting Venue.
2. Pursuant to Section 327(2) of the Companies Act 2016, the Chairman will be present at the Broadcasting Venue being the main venue of the 23<sup>rd</sup> AGM. Hence no shareholders/proxies/corporate representatives from the public will be physically present.
3. Members are to participate (including posting questions to the Board via real time submission of typed texts) and vote remotely at the 23<sup>rd</sup> AGM of the Company via the RPV Facilities provided by the Company's appointed agent, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") via its **TIIH Online** website at <https://tiih.online>.

#### **Pre-Meeting Submission of Questions to the Board of Directors**

4. Members may submit questions to the Board of Directors in advance i.e. before the 23<sup>rd</sup> AGM of the Company via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, post the questions and submit it electronically no later than **Monday, 29 May 2023 by 3.00 p.m.** The Board of Directors will endeavor to answer your questions during the Questions and Answers session at the 23<sup>rd</sup> AGM of the Company.

#### **General Meeting Record of Depositors**

5. The Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 24 May 2023 in accordance with Clause 88 of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991.
6. Only a depositor whose name appears on the Record of Depositors as at 24 May 2023 shall be regarded as a Member entitled to participate or appoint proxies to participate at the 23<sup>rd</sup> AGM of the Company via RPV Facilities and/or vote on his/her behalf.

### **Individual Member**

7. An individual Member who is unable to participate and vote at the 23<sup>rd</sup> AGM of the Company via RPV Facilities on 30 May 2023, can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Please submit your duly executed Proxy Form as described under item 11 below, not later than **Monday, 29 May 2023 by 3.00 p.m.**

### **Corporate Members**

8. A Corporate Member who wishes to appoint a representative to participate and vote remotely at the 23<sup>rd</sup> AGM of the Company via RPV Facilities, must deposit the original certificate of appointment of corporate representative (in hardcopy) at the Company's Registered Office at 59-7, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia or by electronic lodgement via TIIH Online website at <https://tiih.online> no later than **Monday, 29 May 2023 by 3.00 p.m.** Please refer to the procedures for Electronic Lodgement of Proxy Form as described under item 14.

### **Nominee Companies Members**

9. As for Nominee Companies registered as Members, the beneficial owner of the shares held under a Nominee Company's CDS account who wishes to participate and vote remotely at the 23<sup>rd</sup> AGM of the Company via RPV Facilities, can request the Nominee Company to appoint him/her as a proxy and deposit the duly completed Proxy Form (in hardcopy) at the Company's Registered Office at 59-7, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia or by electronic lodgement via TIIH Online website at <https://tiih.online> no later than **Monday, 29 May 2023 by 3.00 p.m.** Please refer to the procedures for Electronic Lodgement of Proxy Form as described under item 14.

### **Power of Attorney**

10. Attorneys appointed by Power of Attorney to participate and vote remotely at the 23<sup>rd</sup> AGM of the Company via RPV Facilities must deposit a good and valid Power of Attorney (in hardcopy), duly stamped and authorising him/her to participate in the meeting, at the Company's Registered Office at 59-7, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia not later than **Monday, 29 May 2023 by 3.00 p.m.**

### **Proxy**

11. Individual members who appoint proxy(ies) to participate and vote via RPV Facilities at the 23<sup>rd</sup> AGM of the Company must ensure that the duly executed proxy forms are deposited either in hardcopy form or by electronic lodgement in the following manner:

- (a) Deposit Hardcopy of Proxy Form

To the Company's Registered Address at 59-7, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

(b) Deposit of Proxy Form Electronically

To Tricor Investor & Issuing House Services Sdn. Bhd. via the TIIH Online website at <https://tiih.online>. Please refer to the procedures for Electronic Lodgement of Proxy Form as described under item 14.

(c) The above Proxy Forms must be deposited accordingly latest by **Monday, 29 May 2023 by 3.00 p.m.**

12. A Member who has appointed a proxy or attorney or authorised representative to participate and vote at the 23<sup>rd</sup> AGM of the Company via RPV Facilities must request his/her proxy to register for RPV at TIIH Online website at <https://tiih.online> as described under item 18.

13. For Members who have submitted Proxy Forms appointing their proxies, the proxy appointment can be revoked should he/she decide to personally participate at the 23<sup>rd</sup> AGM of the Company remotely. Please contact the appointed agent of the 23<sup>rd</sup> AGM of the Company, Tricor (the contact persons under item 23), not later than **Monday, 29 May 2023 by 3.00 p.m.** to request for revocation.

**Electronic Lodgement of Proxy Form**

14. The procedures for Members to lodge proxy forms electronically via Tricor's **TIIH Online** website are summarized below:

	Procedure	Action
<b>i. Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the website's homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again.</li></ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li><li>Select the corporate event: "<b>WAH SEONG 23RD AGM - Submission of Proxy Form</b>".</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li><li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li><li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>Review and confirm your proxy(ies) appointment.</li><li>Print Proxy Form for your record.</li></ul>

<b>ii. Steps for Corporation or Institutional Shareholders</b>		
(c)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> <li>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</li> </ul>
(d)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate exercise name: “<b>WAH SEONG 23RD AGM - Submission of Proxy Form</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Submit the proxy appointment file.</li> <li>Login to TIIH Online, select corporate exercise name: “<b>WAH SEONG 23RD AGM - Submission of Proxy Form</b>”.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

#### **Poll Voting**

15. The voting at the 23<sup>rd</sup> AGM of the Company 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 Tricor as the Poll Administrator for the 23<sup>rd</sup> AGM of the Company to conduct the poll by way of electronic voting and Quantegic Services Sdn. Bhd., as the independent Scrutineers to verify the poll results.

16. Members can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 23<sup>rd</sup> AGM of the Company on Tuesday, 30 May 2023 at 3.00 p.m. and before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item 18(e) on the Procedures for RPV Facilities for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.
17. Upon the completion of the voting session, the independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed. The results of the poll voting will be announced at the 23<sup>rd</sup> AGM of the Company and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **Procedures for RPV Facilities**

18. The procedures for the RPV Facilities are as summarized below:

Procedure	Action
<b>BEFORE THE 23<sup>rd</sup> AGM DAY</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the website’s homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b) Submit your Request for RPV registration	<ul style="list-style-type: none"> <li>• <b>Registration is open from 10.00 a.m. Tuesday, 28 April 2023 until the polling session of the 23<sup>rd</sup> AGM on Tuesday, 30 May 2023.</b> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 23<sup>rd</sup> AGM to ascertain their eligibility to participate in the 23<sup>rd</sup> AGM using the RPV Facilities.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>“(REGISTRATION) WAH SEONG 23RD AGM”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at <b>24 May 2023</b>, the system will send you an e-mail by 29 May 2023 to approve or reject your registration for remote participation.</li> </ul>

		<i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV Facilities in order for you to login to TIIH Online and participate in the 23<sup>rd</sup> AGM remotely).</i>
<b>ON THE DAY OF THE 23<sup>rd</sup> AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 23<sup>rd</sup> AGM of the Company at any time from <b>2.00 p.m.</b> i.e. 1 hour before the commencement of the 23<sup>rd</sup> AGM on <b>Tuesday, 30 May 2023 at 3.00 p.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: <b>“(LIVE STREAM MEETING) WAH SEONG 23RD AGM”</b> to engage in the proceedings of the 23<sup>rd</sup> AGM of the Company remotely.</li> <li>• If you have any question for the Chairman/Board of Directors, you may use the query box to transmit your question. The Chairman/Board of Directors will endeavor to respond to questions submitted by remote participants during the 23<sup>rd</sup> AGM of the Company. If there is time constraint, the responses will be e-mailed to you at the earliest convenience after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 3.00 p.m. on Tuesday, 30 May 2023</b> until a time when the Chairman announces the completion of the voting session of the 23<sup>rd</sup> AGM of the Company.</li> <li>• Select the corporate event: <b>“(REMOTE VOTING) WAH SEONG 23RD AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 23<sup>rd</sup> AGM of the Company, the live streaming will end.</li> </ul>

**Note to the users of the RPV Facilities:**

- i) Should your application to join the meeting be approved, we will make available to you the rights to join the fully virtual meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- iii) In the event you encounter any issues with logging-in, connection to the live streaming of the fully virtual meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**Annual Report 2022 and Circular to Shareholders dated 28 April 2023**

19. The Annual Report 2022 and Circular to Shareholders dated 28 April 2023 are available on the Company's website at [www.wahseong.com](http://www.wahseong.com) under Investor Relations-Reports-Annual Reports and Investor Relations-Reports-Circulars respectively.
20. You may request for a printed copy of the Company's Annual Report 2022 and/or Circular to Shareholders dated 28 April 2023 from Tricor on their website at <https://tiih.online> by selecting "Request for Annual Report / Circular" under the "Investor Services". Alternatively, you may also submit your request for a printed copy of the Company's Annual Report 2022 and/or Circular To Shareholders dated 28 April 2023 via telephone or email to the persons under item 23 below.

**No Refreshment and No Door Gifts**

21. There will be no distribution of refreshment and door gifts during the 23<sup>rd</sup> AGM of the Company as the meeting will be conducted on a fully virtual basis.

**No Recording or Photography**

22. Unauthorized recording and photography are strictly prohibited at the 23<sup>rd</sup> AGM of the Company.

**Enquiry**

23. If you have any enquiries on the above, please contact the following officers at Tricor during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b>	<b>Contact Person</b>	<b>Telephone Number</b>
Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	Mr. Jake Too	+603-2783 9285
General Line : +603-2783 9299 Fax Number : +603-2783 9222 Email : <a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>	Mr. Aiman Nuri	+603-2783 9262
	Mr. David Look	+603-2783 9281