



**HTVB**

**HIAP TECK VENTURE BERHAD**

Registration No. 199701005844 (421340-U)

Administrative Guide for the Twenty-Fifth Annual General Meeting (“25<sup>th</sup> AGM”) of Hiap Teck Venture Berhad (“HTVB” or “the Company”)

<b>Date</b>	: Friday, 17 December 2021
<b>Time</b>	: 10:00 a.m.
<b>Meeting Platform</b>	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC - D6A357657)
<b>Broadcast Venue</b>	: Auditorium, Level 3A Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
<b>Modes of Communications</b>	: 1. Text messaging facilities provided under the online meeting platform during the 25 <sup>th</sup> AGM; or 2. Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> , select “Submit Questions” after select “HIAP TECK VENTURE BERHAD 25 <sup>th</sup> ANNUAL GENERAL MEETING” from the list of Corporate Meeting no later than Wednesday, 15 December 2021 at 10:00 a.m.

In view of the COVID-19 pandemic and the Company’s initiative to curb the spread of COVID-19, the 25<sup>th</sup> AGM of the Company will be conducted on virtual basis via Remote Participation and Electronic Voting (“RPEV”) through an online meeting platform as mentioned above.



The Broadcast Venue of the 25<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the main venue of the AGM shall be in Malaysia and the Chairman shall be present at the main venue of the AGM. **No shareholders/proxies will be allowed to be physically present at the Broadcast Venue of the 25<sup>th</sup> AGM.**

We strongly encourage you to participate in the virtual 25<sup>th</sup> AGM via the meeting facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the 25<sup>th</sup> AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 25<sup>th</sup> AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 25<sup>th</sup> AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 25<sup>th</sup> AGM is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

**Online Registration Procedure**

Procedure	Action
<b>Prior to the 25<sup>th</sup> AGM</b>	
1	<p>Register Online with Boardroom Smart Investor Portal <i>(For first time registration only)</i></p> <p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <p>A. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>. B. Click <b>[Register]</b> to sign up as a user. C. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. D. Please enter a valid email address. E. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</p>
2	<p>Submit request for remote participation</p> <p>Registration for remote access will be opened on 17 November 2021. Please note that the closing time to submit your request is at 10:00 a.m. on 15 December 2021 (48 hours before the commencement of the 25<sup>th</sup> AGM).</p> <p><b>Individual Members</b></p> <p>A. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above. B. Select <b>HIAP TECK VENTURE BERHAD 25<sup>th</sup> ANNUAL GENERAL MEETING</b> from the list of Corporate Meetings and click <b>[Enter]</b>. C. Click on <b>[Register for RPEV]</b>. D. Read and accept the General Terms &amp; Conditions and click <b>[Next]</b>. E. Enter your CDS Account Number and thereafter submit your request.</p> <p><b>Appointment of Proxy</b></p> <p>A. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above. B. Select <b>HIAP TECK VENTURE BERHAD 25<sup>th</sup> ANNUAL GENERAL MEETING</b> from the list of Corporate Meetings and click <b>[Enter]</b>. C. Click on <b>[Submit a Proxy Form]</b>. D. Read and accept the General Terms and Conditions by clicking <b>[Next]</b>. E. Enter your CDS Account Number and number of securities held.</p>

Procedure		Action
<b>Prior to the 25th AGM (Cont'd)</b>		
		<p>F. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</p> <p>G. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</p> <p>H. Review and confirm your proxy appointment.</p> <p>I. Click <b>[Apply]</b>.</p> <p>J. Download or print the eProxy form as acknowledgement.</p> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <p>A. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.</p> <p>B. Please provide a copy of the Corporate Representative's or Proxy's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</p>
3	Email notification	<p>A. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>B. Upon system verification against the General Meeting Record of Depositories as at 3 December 2021, you will receive an email from Boardroom approving your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.</p>
<b>On the day of the 25<sup>th</sup> AGM</b>		
4	Login to Meeting Platform	<p>A. The Meeting Platform will be open for login one (1) hour before the commencement of the 25<sup>th</sup> AGM.</p> <p>B. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> <li>• Scan the QR Code provided in the email notification; or</li> <li>• Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> </p> <p>C. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i></p> <p>A. If you would like to view the live webcast, select the broadcast icon. </p> <p>B. If you would like to ask a question during the 25<sup>th</sup> AGM, select the messaging icon. </p> <p>C. Type your message within the chat box and once completed, click the send button.</p>
6.	Voting	<p>A. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.</p> <p>B. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>C. To change your vote, re-select your voting preference.</p> <p>D. If you wish to cancel your vote, please press [Cancel].</p>
7.	End of Participation	<p>Upon the announcement by the Chairman on the closure of the 25<sup>th</sup> AGM, the live webcast will end.</p>

#### Record of Depositories for the 25th AGM

For the purpose of determining whether a member is entitled to attend, participate and vote at the 25th AGM, the Company shall be requesting the Record of Depositors as at 3 December 2021. Only shareholders whose names appear in the Record of Depositors as at 3 December 2021 shall be entitled to attend, participate and vote at the 25th AGM or appoint proxy/proxies on his/her behalf.

#### Form of Proxy

Please ensure that the hard copy of the original Form of Proxy is deposited with the Share Registrar, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or Level 11, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (kindly refer to Step 2, online registration procedure above) or email to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) not less than forty eight (48) hours before the time appointed for holding the meeting or at any adjournment thereof, and in default the instrument of proxy shall not be treated as valid.

#### No Refreshments, Door Gifts or Vouchers

There will be no distribution of refreshments, door gifts or vouchers for the 25th AGM of the Company.

**Recording or Photography**

No recording or photography of the 25th AGM proceedings are allowed without the prior written permission of the Company.

**Enquiry**

If you have any enquiries prior to the 25th AGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom Share Registrars during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:

<b>Address</b>	: Level 11, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
<b>General Line</b>	: +603 7890 4700
<b>Fax No.</b>	: +603 7890 4670
<b>Email</b>	: BSR.Helpdesk@boardroomlimited.com

**Personal Data Policy**

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.