



HIAP TECK VENTURE BERHAD
Registration No. 199701005844 (421340-U)
(Incorporated in Malaysia)

Administrative Guide for the Twenty-Fourth Annual General Meeting (“24th AGM”)

Date of 24th AGM	Thursday, 17 December 2020
Time	10.00 a.m.
Broadcast Venue	Auditorium, Level 3A Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan, Malaysia

MODE OF MEETING

On 13 November 2020, HIAP TECK VENTURE BERHAD (“the Company”) had issued a notice of Twenty-Fourth (24th) Annual General Meeting (“AGM”) scheduled to be held at Setia City Convention Centre, Function Room 8, 1st Floor, No. 1, Jalan Setia Dagang AG U13/AG, Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan on Thursday, 17 December 2020 at 10.00 a.m.

On 7 November 2020, the Government of Malaysia announced the enforcement of the Conditional Movement Control Order (“CMCO”) effective from 9 November 2020 to 6 December 2020 and subsequently on 5 December 2020 announced the extension for another 14 days from 7 December 2020 to 20 December 2020 to curb the spread of Covid-19 in Selangor.

In view of the extension of the enforcement of the CMCO, the 24th AGM will be conducted on a fully virtual basis through live streaming and Remote Participation and Electronic Voting facilities which are available through the Company’s Share Registrar Portal at <https://web.lumiagm.com>.

The Chairman of the 24th AGM will be at the Broadcast Venue in compliance with Section 327(2) of the Companies Act 2016. **No shareholders/ proxy(ies)/ Corporate Representatives shall** be physically present nor admitted at the Broadcast Venue on the day of the 24th AGM.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only members whose names appear in the Record of Depositors on 4 December 2020 (General Meeting Record of Depositors) shall be eligible to participate in the 24th AGM or appoint proxy(ies) to participate, speak and /or vote on his/her behalf.

As guided by the Securities Commission’s Guidance and FAQs on the Conduct of General Meetings for Listed Issuers that was issued on 18 April 2020 and subsequently revised on 14 May 2020, 9 June 2020 and 13 October 2020, the right to speak is not limited to verbal communication only but includes other modes of expression. Therefore, all members or proxies shall communicate with the main venue of the 24th AGM via real time submission of typed texts through a text box within the meeting platform during the live streaming of the 24th AGM during the 24th AGM.

APPOINTMENT OF PROXY

Members are encouraged to go online, participate and vote at the 24th AGM via remote participation. If you are unable to attend the 24th AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please take note that you **must** complete the Proxy Form for the 24th AGM should you wish to appoint a proxy(ies).

Please ensure that the original Proxy Form is deposited at the Office of the Company’s Share Registrar, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof.

Alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my>, which is free and available to all individual shareholders, not less than 48 hours before the time of holding the AGM. For further information, 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.)

- 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 MyKAD/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.

Step 2 eProxy Lodgement

- a. Access website <https://boardroomlimited.my>
- b. Login with your User ID and Password given above.
- c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "HIAP TECK VENTURE BERHAD TWENTY-FOURTH (24th) VIRTUAL ANNUAL GENERAL MEETING" and click "APPLY".
- d. Read the terms & conditions and confirm the Declaration.
- e. Enter your CDS Account Number and indicate the number of securities.
- f. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click submit.

If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.

Corporate shareholders, authorised nominees and exempt authorised nominees are to refer to “Step 2 – Submit Request for Remote Participation User ID and Password” below.




REVOCAION OF PROXY

If you decide to change your proxy or wish to participate in the 24th AGM by yourself after you have deposited the Proxy Form, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy **not later than 48 hours before the time of holding the 24th AGM.**

POLL VOTING

The voting 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 Boardroom Share Registrars Sdn. Bhd. (“BoardRoom”) as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and will appoint Scrutineers to verify the poll results.

E-VOTING PROCEDURE

1. During the 24th 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.
2. E-voting could be carried out via the following voting devices:-
 - a. Personal smart mobile phones  ;
 - b. Tablets  ; or
 - c. Laptops  ;
3. There are 3 methods for members and proxies to use either one of the above devices to vote:-
 - a. Download the free **Lumi AGM** from Apple App Store or Google Play Store prior to the meeting **OR**
 - b. Using QR Scanner Code given in the email to you **OR**
 - c. Using website URL: <https://web.lumiagm.com>
4. The polling will only commence after the announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
5. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter, and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

REGISTRATION FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING

Step-by-step procedure for registration:-

Before the day of the 24th 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 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 registration and upload softcopy of MyKAD (front and back) or Passport in JPEG or PNG format
- d. Please enter a valid email address, contact number, and password to complete the registration.
- e. Your registration will be verified and approved within one business day and an email notification will be sent to you.

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

[Note: The registration for remote access will be opened on 7 December 2020 at 10.00 am. Please note that the closing date to submit your request is on 15 December 2020 at 10.00 am.]

Individual Members

- Login to <https://boardroomlimited.my> using your User ID and Password above.
- Select "VIRTUAL MEETING" from the main menu and select the correct Corporate Event "HIAP TECK VENTURE BERHAD TWENTY-FOURTH (24th) VIRTUAL ANNUAL GENERAL MEETING".
- Read and agree to the terms & condition.
- Enter your CDS Account and thereafter submit your request.

Corporate Shareholders

- 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 Proxy Form to submit the request; and
- Provide a photocopy of the corporate representative's MyKAD (front and back) or passport in JPEG or PNG format together with his/her email address.

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 Proxy Form to submit the request; and
 - Provide a photocopy of the proxy holder's MyKAD (front and back) or passport in JPEG or PNG format together with his/her email address.
- a. You will receive a notification from BoardRoom that your request has been received and is being verified.
 - b. Upon system verification against the General Meeting Record of Depositors as at 4 December 2020, you will receive an email from BoardRoom either approving or rejecting your registration for remote participation.
 - c. If your registration is approved, you will receive your remote access user ID and password in the same email from BoardRoom after the closing date.
 - d. Please note that the **closing date to submit your request is at 10.00 a.m. on 15 December 2020** (48 hours before the commencement of 24th AGM).

On the day of the 24th AGM



Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast 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 be opened for **login starting from 9.00 a.m. on 17 December 2020 (24th AGM to commence at 10.00 a.m.)**.
- 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(c) above)
- c. The steps will also guide you how to view live web cast, ask questions and vote.

Step 4 – Participate

[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question. Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2020 commencing from now and in any event no later than 10.00 a.m. on 15 December 2020, Tuesday by email to the Company at investorrelation@htgrp.com.my (“Pre-AGM Meeting Questions”).]

- a. If you would like to view the live webcast, select the broadcast icon. 
- b. If you would like to ask a question during 24th AGM, select the messaging icon. 
- c. Type your message within the chat box, once completed click the send button.

Step 5 – Voting

- a. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.
- b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
- c. To change your vote, simply select another voting direction.
- d. If you wish to cancel your vote, please press “Cancel”.
- e. Upon the announcement by the Chairman on the closure of the 24th AGM, the live webcast will end and the Messaging window will be disabled.

PARTICIPATION AT 24TH AGM

The Chairman and the Directors will endeavour their best to respond to the questions submitted by members/proxies which are related to the resolutions to be tabled at the 24th AGM.

Members/proxies may proceed to cast votes on each of the proposed resolutions, to be tabled at the 24th AGM respectively after the Chairman has opened the poll on the resolutions. Members/proxies are reminded to cast their votes before the poll is closed.

NO FOOD/DOOR GIFTS

There will be no food or any door gift(s) for shareholders/proxies who participate in the 24th AGM.

STRICTLY NO RECORDING OR PHOTOGRAPHY

No recording or photography of the proceedings of the 24th AGM is allowed. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

ENQUIRY

Should you have any query, please contact BoardRoom at 03-7890 4700 or email to bsr.helpdesk@boardroomlimited.com.

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak and vote at the 24th AGM and/or any adjournment thereof, a member of the Company:

- (i) consents to the collection, use and disclose of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 24th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 24th AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “Purposes”);
- (ii) warrants that the member has obtained the prior consent of such proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies), and/or representative(s) for the Purposes; and
- (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the member’s breach of warranty.