

KESM INDUSTRIES BERHAD

Registration No. 197201001376 (13022-A)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FIFTIETH ANNUAL GENERAL MEETING (“50TH AGM”)

Day and Date	:	Thursday, 13 January 2022
Time	:	10.00 a.m.
Registration	:	Virtual Meeting via Remote Participation and Electronic Voting (“RPEV”) facilities
Online Meeting Platform	:	https://meeting.boardroomlimited.my/ (Domain Registration No. with MYNIC-D6A357657)
Mode of Communication	:	(i) Submit questions to the Board of Directors (“Board”) prior to the 50 th AGM by emailing to agm2022@kesmi.com no later than 10.00 a.m. on Thursday, 6 January 2022; or (ii) Pose questions to the Board via real time submission of typed texts at https://meeting.boardroomlimited.my/ during live streaming of the 50 th AGM.

MODE OF MEETING

The 50th AGM of KESM Industries Berhad (“the Company”) will be conducted **entirely on a virtual basis through live webcast and online remote voting using the RPEV facilities from the online meeting platform at <https://meeting.boardroomlimited.my/> provided by Boardroom Share Registrars Sdn. Bhd.** This is in line with the *Revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers* issued by the Securities Commission Malaysia on 16 July 2021, an online meeting platform located in Malaysia is recognised as the meeting venue and all meeting participants of the fully virtual general meeting are required to participate in the meeting online, and in accordance with Article 70 of the Company’s Constitution which permits a meeting of shareholders to be held at more than one venue, using any technology or method that enables the shareholders of the Company to participate and to exercise their right to speak and vote at the meeting.

Kindly note that it is your responsibility to ensure that the stability of the internet connectivity throughout the 50th AGM are maintained, as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the participant’s internet connection.

PROCEDURES FOR RPEV

Please read and follow the procedures below to engage in RPEV through live webcast and online remote voting at the 50th AGM:

Procedure		Actions
Before the day of the 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. You may proceed to Step 2.] a. Access website https://investor.boardroomlimited.com/ . b. 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. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Procedure		Actions
Step 2	Submit request for remote participation	<p>Registration for remote access will be opened on 27 October 2021. Please note that the closing time to submit your request is at 10.00 a.m. on 11 January 2022 (forty-eight (48) hours before the commencement of the virtual 50th AGM).</p> <p>Individual Shareholders</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com/ using your user ID and password from Step 1 above. Select “KESM INDUSTRIES BERHAD (50TH) ANNUAL GENERAL MEETING” from the list of Corporate Meetings and click “Enter”. Click on “Register for RPEV” Read and agree to the General Terms & Conditions and click “Next”. Enter your CDS Account and thereafter submit your request. <p>Appointment of Proxy</p> <ol style="list-style-type: none"> Individual shareholders log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select “KESM INDUSTRIES BERHAD (50TH) ANNUAL GENERAL MEETING” from the list of Corporate Meetings and click “Enter”. Click on “Submit eProxy Form”. Read and accept the General Terms and Conditions by clicking “Next” Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy appointment. Click “Apply”. Download or print the eProxy form as acknowledgement. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) to submit the request. Please provide a copy of the appointed 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.
Step 3	Email notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) that your request(s) has been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 6 January 2022 (“General Meeting Record of Depositors”), you will receive an email from Boardroom either approving or rejecting your registration for remote participation, together with your remote access user ID, password and login user guide. Kindly be informed that after you registered for KESM 50th AGM, you will receive a separate email from Boardroom, to join the meeting. You will also be notified in the event your registration is rejected.

Procedure		Actions
On the day of the AGM		
Step 4	Login to Meeting Platform	a. The Meeting Platform will be opened for login one (1) hour before the commencement of the 50 th AGM. b. The Meeting Platform can be accessed via any one of the following manner: <ul style="list-style-type: none"> • Scan the QR Code provided in the email notification; or • Navigate to the website at https://meeting.boardroomlimited.my/ c. Enter the Meeting ID No. and sign in with the user ID and password provided in the confirmation email from Boardroom.
Step 5	Participate	a. If you would like to view the live webcast, select the broadcast icon. b. If you would like to ask a question during the 50 th AGM, select the messaging icon. c. Type your message within the chat box, click the send button once completed.
Step 6	Voting	a. Once voting is opened, the polling icon will appear with the resolutions and voting options for your selection until the Chairman declares the end of the voting session. b. To exercise your vote, select your voting option. A confirmation message will appear to show that your vote has been received. c. To change your vote, re-select your voting option. d. If you wish to cancel your vote, please press “Cancel”.
Step 7	End of Participation	Upon the announcement by the Chairman of the Meetings on the closure of the 50 th AGM, the live webcast will end.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only shareholders whose names appear on General Meeting Record of Depositors as at 6 January 2022 shall be eligible to attend the 50th AGM and/or appoint proxy(ies)/corporate representative(s) to participate and/or vote on his/her/its behalf.

PROXY AND PROXY FORM

In accordance to the Company's Constitution, shareholders are entitled to vote electronically at the 50th AGM either personally or by Proxy. As the 50th AGM will be conducted in a fully virtual mode, a shareholder who is unable to participate in the 50th AGM is encouraged to appoint the Chairman of the Meetings as his/her proxy(ies) and indicate his/her specific voting instructions clearly in the Proxy Form.

The Company shall be entitled to reject a Proxy Form if it is incomplete, improperly completed or illegible or where the true intentions of the shareholder are not ascertainable from the instructions specified in the Proxy Form.

The appointment of Proxy may be made in the following manner:

In hard copy

Shareholders may deposit the duly executed Proxy Form at the office of our Share Registrar, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, no later than 10.00 a.m. on Tuesday, 11 January 2022.

In electronic form

The Proxy Form may be submitted:

- (i) via electronic means through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com/> (for individual shareholders only, (kindly refer to Step 2, Procedures for RPEV above)); or
- (ii) via e-mail to bsr.helpdesk@boardroomlimited.com,

before the lodgement deadline as mentioned above.

You may download the Proxy Form(s) for the 50th AGM from our corporate website at the URL <http://kesmi.com/investor-relations/general-meetings/>.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our virtual 50th AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the 50th AGM.

VOTING PROCEDURES

- In accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the virtual 50th AGM will be conducted by poll. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and GovernAce Advisory & Solutions Sdn. Bhd. as the Scrutineers to verify the poll results.
- During the virtual meeting, the Chairman of the Meeting 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 of the Meeting announces the closure of the poll for each Resolution.
- E-Voting for each of the resolutions as set out in the Notice of 50th AGM will take place upon the conclusion of the deliberations or Questions and Answers session of all business transacted at the 50th AGM.
- The Chairman of the Meeting will declare the poll results upon completion of the polling for all the resolutions.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

Shareholders are encouraged to submit questions to the Board in advance of the 50th AGM by emailing to agm2022@kesmi.com no later than 10.00 a.m. on Thursday, 6 January 2022. The Board will endeavour to answer the questions received at the 50th AGM.

NO RECORDING OR PHOTOGRAPHY OF MEETING PROCEEDINGS

No recording or photography of the 50th AGM proceedings is allowed without the prior written permission of the Company.

ENQUIRY

If you have any enquiries prior to the 50th AGM, please contact the following party during office hours from Mondays to Fridays (between 9.00 a.m. to 5.00 p.m.):

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : +603-7890 4700
Fax Number : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA PRIVACY

By registering for the remote participation, exercising e-Voting and/or submitting the instrument appointing a proxy(ies) and/or corporate representative(s), the shareholder of the Company has consented and/or has procured the consent from such individual who has been appointed as proxy or corporate representative, regarding the use of their personal data provided for purposes of processing and administration by the Company (or its agents) in connection with the 50th AGM; and to comply with any laws, listing rules, regulations and/or guidelines in relation thereto. The shareholder agrees that he/she/it 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.

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