



PMB TECHNOLOGY BERHAD

Registration No. 200201016594 (584257-X)

ADMINISTRATIVE DETAILS OF THE TWENTIETH ANNUAL GENERAL MEETING (“20TH AGM”)

Meeting Date	: Thursday, 16 June 2022
Time	: 10.30 a.m.
Venue	: Room Tunku Abdul Rahman, The Royal Commonwealth Society of Malaysia, No. 4, Jalan Birah, Damansara Heights, 50490 Kuala Lumpur, Malaysia

GENERAL MEETING ARRANGEMENTS

The 20th AGM of the Company will be conducted in accordance with the General Standard Operating Procedures to Government and Private Sector (“**General SOP**”) issued by the Malaysian National Security Council on 1 April 2022 or the latest General SOP issued from time to time.

This Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of our shareholders/proxies during the 20th AGM as well as to comply with the Government and/or authorities’ directives and guidelines on public gatherings and events which may be issued from time to time.

PUBLIC HEALTH PRECAUTIONS AND PREVENTIVE MEASURES

1. Shareholders, proxies and invited guests are advised to take all the necessary precautions and preventive measures as issued by the Ministry of Health when attending the 20th AGM.
2. Shareholders/proxies/corporate representatives who wish to attend the 20th AGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd, via TIIH Online website at <https://tiih.online> no later than Tuesday, 14 June 2022 at 10.30 a.m. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM. You may refer to the **Pre-Register Procedure** below.
3. **ONLY fully vaccinated** shareholders, proxies and invited guests and **NOT showing any COVID-19 symptoms** will be allowed to enter the venue of the 20th AGM. Definition for fully vaccinated is when you have received the booster dose vaccination (Pfizer-BioNTech, Oxford-AstraZeneca, Sinovac). Any person without complete vaccination or showing any COVID-19 symptoms such as sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhea and shortness of breath, your attendance in person at the 20th AGM will be denied. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the 20th AGM.
4. To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 20th AGM in person, the Company will also implement the following precautionary measures for the 20th AGM:-
 - Shareholders, proxies and corporate representatives (“**Participants**”) will be required to provide his/her health declaration via MySejahtera application of The Royal Commonwealth Society of Malaysia and completion of the declaration form to be provided during the registration process, specifically to facilitate the Company in preventing any potential spread of COVID-19. Any person is experiencing any symptoms of being unwell above, you will **NOT** be allowed to enter the venue of the 20th AGM.
 - Wearing a face mask throughout the 20th AGM proceedings. Kindly be informed that the Company will not be providing face masks to shareholders, proxies and invited guests.
 - We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the 20th AGM. Hand sanitiser will be provided at the meeting venue.

PRE-REGISTER PROCEDURE

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 20th AGM are to follow the procedure as summarised below:

	Procedure	Action
BEFORE THE 20th AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one (1) working day and you will be notified via e-mail.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 pre-registration for PMBT 20th AGM is available for registration at TIIH Online.
(b)	PRE-REGISTER to attend AGM	<ul style="list-style-type: none">Registration is open from 10.00 a.m. Friday, 29 April 2022 up to 10.30 a.m. Tuesday, 14 June 2022.Login with your user ID and password and select the corporate event: “(REGISTRATION) PMBT 20TH AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Insert the CDS account number and indicate the number of shares.Submit to register your physical attendance.System will send an e-mail to notify you that your registration to attend the AGM physically is received and will be verified.After verification of your registration against the General Meeting Record of Depositors as at 7 June 2022, the system will send you an e-mail after 15 June 2022 to approve or reject your registration for pre-register to attend the 20th AGM.

GETTING TO THE VENUE

Room Tunku Abdul Rahman, The Royal Commonwealth Society of Malaysia is easily accessible via major highways and is well-served by public transportations.

REGISTRATION

1. Registration will start at 9.30 a.m.
2. The Company is abiding with the General SOP issued by the Malaysian National Security Council in conducting the 20th AGM. Please present your original MyKad to the registration personnel for verification against the pre-registration of attendance.
3. Upon verification, you are required to write your name and sign the attendance list on the registration table.
4. You will be given a Polling Slip.
5. No person will be allowed to register on behalf of another person even with his/her original MyKad or Passport.
6. Please download the MySejahtera application in advance and upon verification and body temperature screening, scan the QR code for health declaration during the registration process. Please be mindful of one metre (1m) social distancing.

NO BREAKFAST / LUNCH AND DOOR GIFT

There will be no food served and no door gifts during the 20th AGM.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **7 June 2022** shall be entitled to attend the 20th AGM or appoint proxies to attend and/or vote on his/her behalf.

PROXY

If you are unable to participate the 20th AGM in person, you may appoint your proxy or the Chairman of the 20th AGM as your proxy and indicate the voting instructions in the Proxy Form.

The **Original Proxy Form** must be deposited at the Share Registrar’s office of the Company, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, not less than forty-eight (48) hours before the time set for holding the 20th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

Alternatively, you may also submit the Proxy Form electronically via TIIH Online website at <https://tiih.online> no later than Tuesday, 14 June 2022 at 10.30 a.m. Please do read and follow the procedures to submit Proxy Form electronically below.

CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the seal of the corporation to the office of the Share Registrar at any time before the time appointed for holding the meeting or to the registration personnel on the meeting day for the records.

POLL VOTING

1. The voting at the 20th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.
2. All attendees at the meeting will be briefed and guided by the Poll Administrator before commencement of the voting process.
3. You may proceed to vote once the Chairman of the meeting instructs to cast the votes.
4. Poll slip for all of the resolutions as set out in the Notice of 20th AGM will be collected by the Poll Administrator upon conclusion of the deliberations of all the businesses to be transacted at the 20th AGM.
5. Upon completion of the voting session for the 20th AGM, the Scrutineers will verify and announce poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

ANNUAL REPORT 2021 AND/OR CIRCULAR

The Company’s Annual Report 2021 and Circular are available on the Company’s website at <http://www.pmbtechnology.com/investors-relation/>.

You may request for a printed copy of the Annual Report 2021 and/or Circular at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services”.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
i. Steps for Individual Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. e-mail address) and password. Select the corporate event: "PMBT 20TH AGM - Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print proxy form for your record.
ii. Steps for corporation or institutional shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p>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 our Share Registrar if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate exercise name: "PMBT 20TH AGM - Submission of Proxy Form" Agree to the Terms & Conditions and Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Login to TIIH Online, select corporate exercise name: "PMBT 20TH AGM 2021 - Submission of Proxy Form". Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.

NO RECORDING OR PHOTOGRAPHY

Strictly no unauthorised recording or photography of the proceedings of the 20th AGM is allowed.

ENQUIRY

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

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

E-mail : is.enquiry@my.tricorglobal.com

Contact persons: Pn. Azizah Kadir : +603-2783 9260 / E-mail: Azizah@my.tricorglobal.com

En. Mohammad Samsol : +603-2783 9243/E-mail: Mohammad.Samsol@my.tricorglobal.com