



Building Lifestyles, Building Trust

EUPE CORPORATION BERHAD
Registration No. 199601005416 (377762-V)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES
FOR THE 24th ANNUAL GENERAL MEETING (“24TH AGM”)

Date	:	Tuesday, 18 August 2020
Time	:	11.00 a.m.
Broadcast Venue	:	5th Floor, Wisma Ria, Taman Ria, 08000 Sungai Petani, Kedah Darul Aman

Digital Ballot Form at a Fully Virtual 24th AGM

1. **Shareholders will not be allowed to attend the 24th AGM in person at the Broadcast Venue on the day of the meeting.** Shareholders who wish to participate the 24th AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://shorturl.at/gvHV4> (please refer to para 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the Digital Ballot Form (“DBF”).
2. With the DBF, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board/Management of the Company) and vote during the 24th AGM, at the comfort of your home or from any location.
3. Shareholders may use the *Questions’ Pane* facility (located at the bottom of the screen) to submit questions in real time during the meeting via the Webinar solution. Shareholders may also submit questions before the meeting via email to AGM-support.EUPE@megacorp.com.my in relation to the agenda items for the 24th AGM.

Procedure for DBF

4. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Webinar session to participate and remote voting at the 24th AGM online:
 - a. Open this link <https://shorturl.at/gvHV4> and submit all requisite details at least forty-eight (48) hours before the date of 24th AGM.
 - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to receive your DBF.

- c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, at the office of the Share Registrar (Poll Administrator), Mega Corporate Services Sdn. Bhd. situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or submit via email at AGM-support.EUPE@megacorp.com.my.
- d. The Poll Administrator, Mega Corporate Services Sdn. Bhd., will send you a copy of your DBF via email once they have verified your details entered in step (a) or (c) above.
- e. Please refer to the explanatory notes in DBF which will guide you on how to register yourself to the meeting as well as the procedures for submission of questions and e-voting for better understanding.

Record of Depositors (“ROD”) for the 24th AGM

5. The date of ROD for the 24th AGM is 10 August 2020. As such, only shareholders whose name appear in the ROD as at 10 August 2020 shall be entitled to participate, speak and vote at the 24th AGM or appoint proxy(ies)/corporate representative(s) to participate, speak and vote on his/her behalf.

Poll Voting

6. The voting of the 24th AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as Poll Administrator to conduct the polling process by way of e-voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of this AGM, e-voting will be carried out via your digital devices (e.g. Computer / Mobile Phone). The guide to e-voting can be found in the explanatory notes of the DBF. Please read the instructions carefully and familiarise yourself with the steps needed to exercise your rights at the AGM. There will be an email sent to you on DBF, which will lead you to the voting session.

7. Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the 24th AGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

Enquiry

If you have any enquiries on the above, please contact the Poll Administrator during office hours (Monday to Friday):

Mega Corporate Services Sdn Bhd

Telephone No.: +603 - 2692 4271 (Share Reg department)

Email: AGM-support.EUPE@megacorp.com.my