



Building Lifestyles, Building Trust

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



**ADMINISTRATIVE NOTES
FOR THE 25th ANNUAL GENERAL MEETING (“25th AGM”)**

Date	:	Tuesday, 7 September 2021
Time	:	11.00 a.m.
Broadcast Venue	:	5th Floor, Wisma Ria, Taman Ria, 08000 Sungai Petani, Kedah Darul Aman

Mode of Meeting

In view of the COVID-19 outbreak and as part of the safety measures, the 25th AGM of Eupe Corporation Berhad (“Eupe” or “the Company”) will be conducted virtually through remote participation and online voting from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, including any amendment that may be made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders or proxies or attorneys or authorised representatives WILL NOT BE ALLOWED to attend the 25th AGM physically at the Broadcast Venue on the day of the 25th AGM.

Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our 25th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 25th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Digital Ballot Form at a Virtual 25th AGM

1. **Shareholders will not be allowed to attend the 25th AGM physically at the Broadcast Venue on the day of the meeting.** Shareholders who wish to participate the 25th AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/f06ZMM> (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 25th AGM.
3. Shareholders may use the *Questions’ Pane* facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming 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 25th AGM.

Registration Procedure

4. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate remotely and vote online during the 25th AGM:
 - a. Open this link <https://vps.megacorp.com.my/f06ZMM>, or scan the QR code at the top right corner of this document, and submit all requisite details at least forty-eight (48) hours before the time for holding the 25th 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 participate in the 25th AGM.
 - c. Alternatively, you may deposit your Proxy Form in hard copy, 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 by electronic means via email to AGM-support.EUPE@megacorp.com.my not less than forty-eight (48) hours before the time appointed for holding the 25th AGM.
 - d. For corporate shareholders / nominee accounts, please execute and submit Form of Proxy as per step (c) above.
 - e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn. Bhd., will send you the following via email:
 - i. DBF – for remote voting purposes
 - ii. Live Streaming link – to join the virtual meeting

Record of Depositors (“ROD”) for the 25th AGM

5. The date of ROD for the 25th AGM is 30 August 2021. As such, only shareholders whose names appear in the ROD as at 30 August 2021 shall be entitled to participate, speak and vote at the 25th AGM or appoint proxy(ies) / corporate representative(s) to participate, speak and vote on his/her behalf.

Poll Voting

6. The voting of the 25th 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 online voting and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
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 25th 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.

Email : AGM-support.EUPE@megacorp.com.my
Tel : +60 (3) 2692 4271
Alfred : +60 (12) 912 2734
Hisham : +60 (12) 252 9136