



EDARAN BERHAD

[Registration No. 199201010141(241644-W)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY NINTH ANNUAL GENERAL MEETING

Meeting Platform	: https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)
Day and Date	: Wednesday, 1 December 2021
Time	: 10.00 a.m.
Broadcast Venue	: Level 12, Menara Symphony, No.5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.
Mode of Communication	: 1) Typed text in the Meeting Platform during the virtual AGM 2) Shareholders may submit questions by logging into Boardroom Smart Investor Portal at https://investor.boardroomlimited.com prior to Meeting 3) Email: enquiry@edaran.com

Dear Shareholders,

As a precautionary measure amid COVID-19 outbreak, the Company forthcoming Annual General Meeting (“AGM”) will be conducted virtually on our Meeting Platform, as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us.

With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

A. Broadcast Venue

Shareholders are not allowed to participate the AGM via the Broadcast Venue as the venue is only meant to facilitate the conduct of the virtual AGM. Shareholders whom turn up at the Broadcast Venue would be requested to leave the venue politely.

B. Entitlement to Participate in the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on 25 November 2021 (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

C. Form(s) of Proxy

If you are unable to attend the AGM, you may appoint any person or persons, whether a member or not, as your proxy or proxies to attend and vote in your stead. You may indicate your vote in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at the Registered Office, No. 33-1 Jalan 2/76C, Desa Pandan, 55100 Kuala Lumpur not less than forty eight (48) hours before the time appointed for holding the meeting. Alternatively, you may deposit your proxy form(s) by electronic means through Boardroom smart investor portal at <https://investor.boardroomlimited.com> (kindly refer to section F below)

D. Revocation of Proxy



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

E. Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

F. Virtual Meeting Facilities

Procedure		Action
Before the day of the AGM		
1.	Register Online with Boardroom Smart Investor Portal	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none">Access website https://investor.boardroomlimited.comClick <<Login>> and click <<Register>> to sign up as a user.Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG, PNG or PDF format.Please enter a valid email address.Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2.	Submit request for remote participation	<p>Registration for remote access will be opened on 29 October 2021. Please note that the closing time to submit your request is at 10.00 a.m. on 29 November 2021 (48 hours before the commencement of the AGM).</p> <p>Individual Members</p> <ol style="list-style-type: none">Log in to https://investor.boardroomlimited.comSelect "Edaran Berhad Fully Virtual 29th Annual General Meeting" from the list of Corporate Meetings and click "Enter".Click on "Register for RPEV".Read and accept the General Terms & Conditions and click "Next".Enter your CDS Account Number and thereafter submit your request. <p>Appointment of Proxy</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 "Edaran Berhad Fully Virtual 29th 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.

Procedure		Action
Before the day of the AGM		
		<p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <p>a. 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 Form of Proxy to submit the request.</p> <p>b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</p>
3.	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at 25 November 2021 you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.</p>
On the day of the AGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <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 <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Voting	<p>a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
7.	End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

G. No Distribution of Door Gifts

There will be no distribution of door gifts for shareholders/proxies who join or participate in the virtual AGM.

H. No Recording or Photography

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

I. Enquiry

If you have any enquiries prior to the AGM, please contact Boardroom Share Registrars Sdn. Bhd. during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):-

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

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she 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.