



PACIFIC & ORIENT BERHAD
Registration no. 199401022687 (308366-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY ANNUAL GENERAL MEETING (“EGM”)

Meeting Date:	Friday, 11 March 2022
Time:	11.00 a.m. or immediately following the conclusion or adjournment of the 28th Annual General Meeting of the Company scheduled to be held at the same venue on the same day at 10.30 a.m., whichever is the later.
Broadcast Venue:	Conference Room, 17th Floor, Wisma Bumi Raya, No 10, Jalan Raja Laut, 50350 Kuala Lumpur

As a precautionary measure amid the COVID-19 pandemic, the Company’s forthcoming EGM will be conducted on a fully virtual basis through live streaming and online remote 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 on 18 April 2020 (as revised on 16 July 2021).

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. Shareholder(s), proxy(ies) or authorised representative(s) will not be permitted to be physically present at the broadcast venue on the day of the EGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual EGM 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.

Entitlement to Participate at the EGM

Only shareholders whose names appear on the Record of Depositors on 7 March 2022 shall be eligible to participate at the meeting or appoint proxy(ies) to participate on his/her behalf.

REGISTRATION AND DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES


As no shareholders/proxies should be physically present at the Broadcast Venue, shareholders/proxies who wish to participate at the EGM will have to register online and attend remotely.

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 at the EGM online:

1. Open this link <https://vps.megacorp.com.my/o4QdQG> or scan the QR code located on page 2 and submit all the details requested at least twenty four (24) hours before the time of the EGM.
2. Only shareholders are allowed to register their details online. Shareholders can also appoint proxy/Chairman via online, as in Step 1 above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.
3. Alternatively, you may deposit your Form of Proxy at the office of the Poll Administrator, Mega Corporate Services Sdn Bhd at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur or email to support.POB@megacorp.com.my not less than forty-eight (48) hours before the time for holding the EGM.
4. For corporate shareholder / nominee account holder, please follow Step 3 above.

ADMINISTRATIVE GUIDE FOR THE EGM

- 5. Registered shareholders/proxies would receive 2 emails:
 - i. **Webinar session** link (to participate at the virtual meeting); and
 - ii. **DBF** (for remote voting purposes)

<p>QR Code for registration for the EGM per step 1 above:</p>	
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Participate at the EGM

To participate at the EGM, click on the Webinar session link which you would have received via email upon your successful registration for the EGM.

You may use the Question Pane on the Webinar session screen to submit questions in real time during the EGM.

Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.

Voting Procedure

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate Services Sdn Bhd as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Cygnus Technology Solutions Sdn Bhd as Scrutineer to verify the poll results.

For the purpose of the EGM, e-Voting will be carried out using your smart device or computer.

During the EGM, the Chairman of the Meeting will invite the Poll Administrator to brief participants on the e-Voting housekeeping rules.

The e-Voting sessions for the EGM will commence at the start of the meeting and end at such time as the Chairman shall announce.

To vote, click on the DBF link which you would have received via email upon your successful registration for the EGM. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.

The Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

No Distribution of Door Gifts/Meal Vouchers

There will be no distribution of door gift/meal vouchers to shareholders/proxies who participate at the EGM.

No Recording or Photography

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

ADMINISTRATIVE GUIDE FOR THE EGM

Communication Guidance

Shareholders are reminded to monitor the Company's website and announcements made to Bursa Malaysia Securities Berhad for any changes to the EGM.

Enquiry

If you have any enquiries prior to the EGM, please contact the following persons during office hours:

Poll Administrator:	Mega Corporate Services Sdn Bhd
Email:	support.POB@megacorp.com.my
Telephone No:	+603-2692 4271
Contact Person:	Mr Alfred John / Hisham
Telephone No:	+60 12 912 2734 / +60 12 252 9136
Fax No:	+603-2732 5388

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 shareholder 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 shareholder 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.