

## Administrative Details

26<sup>th</sup> Annual General Meeting of Bintai Kinden Corporation Berhad

**Date** : **Tuesday, 29 September 2020**  
**Time** : **10.00 a.m.**  
**Broadcast Venue** : **Boardroom, 3-2-8, Kompleks Kantonmen Prima, No. 698, Jalan Ipoh, 51200 Kuala Lumpur**

### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 26<sup>th</sup> Annual General Meeting (“**26<sup>th</sup> AGM**”) of Bintai Kinden Corporation Berhad (“**Bintai**” or “**the Company**”) will be conducted **FULLY VIRTUAL** at 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 15 July 2020 (including any amendment that may be made from time to time) (“Guidance Note”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note which require the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 26<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 26<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) via its TIIH Online website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 26<sup>th</sup> AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form to the Registered Office of the Company or by electronic means to Tricor no later than **Sunday, 27 September 2020 at 10.00 a.m.**

Corporate representatives of corporate members must deposit their original or duly certified certificate of appointment of corporate representative to the Registered Office of the Company not later than **Sunday, 27 September 2020 at 10.00 a.m.** to participate the 26<sup>th</sup> AGM via RPV.

Attorneys appointed by power of attorney are to deposit their power of attorney with Registered Office of the Company not later than **Sunday, 27 September 2020 at 10.00 a.m.** to participate the 26<sup>th</sup> AGM via RPV.

**A member who has appointed a proxy or attorney or authorised representative to participate at this 26<sup>th</sup> AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 26<sup>th</sup> AGM of Bintai is a fully virtual AGM, members who are unable to participate in this 26<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

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### PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate at the 26<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within on working day and you will be notified via email.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request	<ul style="list-style-type: none"> <li><b>Registration is open from Friday, 28 August 2020</b> until the day of 26<sup>th</sup> AGM on <b>Tuesday, 29 September 2020</b>. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 26<sup>th</sup> AGM to ascertain their eligibility to participate the 26<sup>th</sup> AGM using the RPV.</li> <li>Login with your user ID and password and select the corporate event: <b>“(REGISTRATION) BINTAI 26<sup>TH</sup> AGM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at <b>21 September 2020</b>, the system will send you an <b>e-mail to approve</b> or registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email.</li> </ul> <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new use of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 26th AGM remotely).</i></p>
<b>ON THE AGM DAY (29 SEPTEMBER 2020)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 26<sup>th</sup> AGM at any time from <b>9.30 a.m.</b> i.e. 30 minutes before the commencement of the 26<sup>th</sup> AGM on <b>Tuesday, 29 September 2020 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) BINTAI 26<sup>TH</sup> AGM”</b> to engage in the proceedings of the 26<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 26<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 10.00 a.m. on Tuesday, 29 September 2020</b> until a time when the Chairman announces the the end of the 26<sup>th</sup> AGM.</li> <li>Select the corporate event: <b>“(REMOTE VOTING) BINTAI 26<sup>TH</sup> AGM”</b> or if your are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 26<sup>th</sup> AGM, the live streaming will end.</li> </ul>

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## Note to users of the RPV:

1. Should your application to join the 26<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 26<sup>th</sup> AGM since the meeting is being conducted on a fully virtual basis.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

## GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the ROD as at **21 September 2020** shall be entitled to attend, speak and vote remotely at the 26<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

## PROXY

- The 26<sup>th</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 29 September 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
- You may submit your Form of Proxy to the Registered Office of the Company at 3-2-8, Kompleks Kantonmen Prima, No. 698, Jalan Ipoh, 51200 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the 26<sup>th</sup> AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.
- You may also submit the Form of Proxy electronically via **TIIH Online** website at <https://tiih.online> no later than **Sunday, 27 September 2020 at 10.00 a.m.** Please do read and follow the procedures to submit Form of Proxy electronically below.

## POLL VOTING

- The Voting at the 26<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- Members can proceed to vote on the resolutions at any time from the commencement of the 26<sup>th</sup> AGM at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the 26<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

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### ANNUAL REPORT 2020

- The Company's Annual Report 2020 are available at the Company's website at [www.bintai.com.my](http://www.bintai.com.my).

### ELECTRONIC LODGEMENT OF PROXY FORM

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

	Procedure	Action
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>"BINTAI 26TH AGM - Submission of Proxy Form"</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>

### PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 26<sup>th</sup> AGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 27 September 2020 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 26<sup>th</sup> AGM.

### RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 26<sup>th</sup> 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

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons

- Mr. Jake Too : +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)
- Ms. Vivien Khoh : +603-2783 9091 / Email : [Vivien.Khoh@my.tricorglobal.com](mailto:Vivien.Khoh@my.tricorglobal.com)
- Mr. Alven Lai : +603-2783 9283 / Email : [Siew.Wai.Lai@my.tricorglobal.com](mailto:Siew.Wai.Lai@my.tricorglobal.com)