

# ADMINISTRATIVE DETAILS

27<sup>TH</sup> Annual General Meeting of Bintai Kinden Corporation Berhad

<b>Date</b>	:	<b>Tuesday, 28 September 2021</b>
<b>Time</b>	:	<b>10.00 a.m.</b>
<b>Online Meeting Platform</b>	:	<b><a href="https://www.onecapital.com.my/">https://www.onecapital.com.my/</a> (provided by One Capital Market Services Sdn Bhd)</b>

## MODE OF MEETING

In line with implementation of the National Recovery Plan and relevant Standard Operating Procedures (“**SOP**”) issued by the Majlis Keselamatan Negara to curb the spread of the current Covid-19 pandemic, the Securities Commission Malaysia has enforced the latest ruling in regards to the Conduct of General Meetings for Listed Issuers under its revised Guidance Note and Frequently Asked Questions (“**FAQ**”) dated 16 July 2021.

Pursuant to the aforesaid revised guidance, Listed Issuers are only allowed to conduct fully virtual general meeting whereby all the meeting participants including Chairperson of the meeting, board members, senior management and members are required to participate in the meeting via online. Physical gatherings are strictly prohibited regardless of the crowd of any size and an online meeting platform that is conducted in Malaysia will be recognised as having to comply with Section 327(2) of Companies Act 2016.

Hence, the 27<sup>th</sup> Annual General Meeting (“**27<sup>th</sup> AGM**”) of Bintai Kinden Corporation Berhad will be conducted fully virtual via the online meeting platform provided by One Capital Market Services Sdn Bhd (“**One Capital**”).

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

Shareholders are to participate (including posing questions to the Board via real time submission of typed texts) and vote remotely at the 27<sup>th</sup> AGM using Remote Participation and Voting (“**RPV**”) facilities provided by One Capital.

Shareholders who appoint proxies to participate via RPV at the 27<sup>th</sup> AGM must ensure that the duly executed proxy forms are physically deposited with the Registered Office of the Company at 3-2-8, Kompleks Kantonmen Prima, No. 698, Jalan Ipoh, 51200 Kuala Lumpur or lodged electronically via [sr@onecapital.com.my](mailto:sr@onecapital.com.my) no later than **Sunday, 26 September 2021 at 10.00 a.m.**

Corporate members and attorneys must deposit their respective original certificate of appointment of corporate representative and Powers of Attorney with the Registered Office of the Company no later than **Sunday, 26 September 2021 at 10.00 a.m.** to participate via RPV at the 27<sup>th</sup> AGM.

A shareholder who has appointed a proxy, an attorney or authorised representative to participate at the 27<sup>th</sup> AGM via RPV must request his/her proxy to register himself/herself for RPV at the online website of One Capital at <https://www.onecapital.com.my/>.

As the 27<sup>th</sup> AGM of Bintai is a fully virtual AGM, members who are unable to participate in this 27<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

## PROCEDURES FOR RPV

**Kindly follow the procedures below to engage in the RPV facilities during the 27<sup>th</sup> AGM.**

### Step 1: Request for login ID and password

- Using your computer, access the website of One Capital at <https://www.onecapital.com.my/> or send an email to [info@onecapital.com.my](mailto:info@onecapital.com.my) to submit the request for RPV access.
- Once you have emailed your request through One Capital’s website or [info@onecapital.com.my](mailto:info@onecapital.com.my), a meeting invitation will be sent to you after verification is made against the Record of Depositors (“**ROD**”) as at 21 September 2021.
- You will need to click on the register panel of Webex Event invitation sent by the System Administrator via email.
- You will then be guided to provide your Name, Identity Card Number and CDS Account Number for registration purposes.
- You will receive the meeting login ID and password once your registration is successful, otherwise, in the event there are errors, your registration may be unsuccessful or rejected.

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## Step 2: Login to Virtual Meeting

- (a) The virtual meeting will be opened for login, **one (1) hour before the commencement of the 27<sup>th</sup> AGM on 28 September 2021 at 10.00 a.m.**
- (b) Follow the steps given to you in the email, login with your user ID and password for remote participation at the 27<sup>th</sup> AGM.
- (c) The steps will also guide you on how to view the online meeting, ask questions and vote.

Please take note that you need to submit your request for RPV access no later than **Sunday, 26 September 2021 at 10.00 a.m.**

## VOTING PROCEDURES

- (a) The voting at the 27<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- (b) Members can proceed to vote on the resolutions once the Chairman announces the commencement of the poll voting until such time he announces the completion of the voting session at the 27<sup>th</sup> AGM.
- (c) The Scrutineers will verify the poll results and the Chairman will announce the poll results of all the resolutions tabled.
- (d) Upon the announcement by Chairman on the conclusion of the 27<sup>th</sup> AGM, the online meeting will end.

## Notes to users of the RPV:

- Should your application to join the 27<sup>th</sup> AGM be approved, we will make available to you the rights to join the online meeting and to vote remotely. Your login to RPV on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the online meeting of the 27<sup>th</sup> AGM is dependent on the bandwidth, the stability of your device and the internet at your location.
- In the event you encounter any issues with the logging-in, connection to the online meeting or online voting, kindly call One Capital's General Line at 03-7735 5770 for assistance or e-mail to [sr@onecapital.com.my](mailto:sr@onecapital.com.my)

## RECORD OF DEPOSITORS ("ROD")

Only members whose names appear in the ROD as at 21 September 2021 shall be regarded as members entitled to participate and vote at the 27<sup>th</sup> AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## PARTICIPATION THROUGHOUT THE ONLINE MEETING, QUESTION AND VOTING VIA RPV

The Chairman and the Board of Directors will endeavour to respond to the questions submitted by Members which are related to the resolutions to be tabled at the 27<sup>th</sup> AGM. Shareholders are reminded to cast their votes before the poll is closed.

## NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 27<sup>th</sup> AGM since the meeting is being conducted on a fully virtual basis.

## RECORDING OR PHOTOGRAPHY

Any unauthorized recording or photography of the 27<sup>th</sup> AGM proceedings is strictly prohibited.

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### COMMUNICATION GUIDANCE

Shareholders are also reminded to check on the Company's website and announcements for any latest development regarding the 27<sup>th</sup> AGM.

### ANNUAL REPORT 2021

The Company's Annual Report 2021 are available at the Company's website at <http://www.bintai.com.my>

### 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):

#### One Capital Market Services Sdn Bhd

General Line : +603-7735 5770

Fax Number : +603-7732 7997

Contact persons

(1) Ms. Haresha Firdaus : +603-7735 5769/ Email : Haresha.Firdauz@onecapital.com.my

(2) Ms. Atiqah Arif : +603-7735 5786/ Email : Atiqah.Arif@onecapital.com.my