

ADMINISTRATIVE DETAILS FOR THE EGM

Date : Monday, 22 November 2021
Time : 10:00 a.m.
Online Meeting Website : <http://tiih.online> or <https://tiih.com.my> ("**TIIH ONLINE**")
(Domain registration number with MYNIC: D1A282781)
by Tricor Investor & Issuing House Services Sdn. Bhd. Malaysia

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 meetings where all meeting participants including the 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 Extraordinary General Meeting ("**EGM**") of Bintai Kinden Corporation Berhad will be conducted fully virtual via the online meeting platform provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") in Malaysia.

REMOTE PARTICIPATION AND VOTING ("**RPV**") FACILITIES

Members are to participate including posing questions to the Board via real time submission of typed texts and vote remotely at the EGM using RPV provided by Tricor via the TIIH Online.

Members who appoint proxies to participate via RPV in the EGM must ensure that the duly executed Proxy Forms are physically deposited with the Registered Office of the Company or by electronic means to Tricor no later than Saturday, 20 November 2021 at 10:00 a.m.

Corporate members and attorneys must deposit their respective original or duly certified certificate of appointment of corporate representatives and Powers of Attorney with the Registered Office of the Company no later than Saturday, 20 November 2021 at 10:00 a.m. to participate the EGM via RPV.

A member who has appointed a proxy or attorney or authorised representative to participate at this EGM via RPV must request his/her proxy to register himself/herself for RPV at the TIIH Online.

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

PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate at the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:-

	Procedure	Action
BEFORE THE EGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services" select "Create Account by individual Holder". Refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one (1) working day and you will be notified via email.

	Procedure	Action
		<ul style="list-style-type: none"> If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from 29 October 2021 until the day of EGM on Monday, 22 November 2021. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate the EGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) BINTAI EGM 2021”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 15 November 2021, the system will send you an e-mail to approve 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. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV to enable you to participate the EGM via TIIH Online.</i></p>
ON THE EGM DAY (Date)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9:00 a.m. i.e. One (1) hour before the commencement of the EGM on Monday, 22 November 2021 at 10:00 a.m..
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) BINTAI EGM 2021” to engage in the proceedings of the EGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10:00 a.m. on Monday, 22 November 2021 until a time when the Chairman announces the completion of the voting session of the EGM. Select the corporate event: “(REMOTE VOTING) BINTAI EGM 2021” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the online meeting will end.

Note to users of the RPV:

- Should your application to join the EGM is approved, we will make available to you the rights to join the online meeting and to vote remotely. Your login to TIIH Online on the day of EGM will indicate your presence at the virtual meeting.
- The quality of your connection to the online meeting is dependent on the bandwidth, the stability of your device and the internet at your location.

- (3) In the event you encounter any issues with logging-in, connection to the online meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to 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 EGM 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.

RECORD OF DEPOSITORS (“ROD”)

Only depositors whose names appears in the ROD as at **15 November 2021** shall be entitled to participate and vote remotely at the EGM or appoint proxies to participate and/or vote on his/her behalf.

PROXY

In the event you are unable to participate the meeting via RPV on 22November 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

You may submit your Proxy Form 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 EGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

You may also submit the Proxy Form electronically via the TIIH Online no later than Saturday, 20 November **2021** at **10:00 a.m.** Please follow the instructions and procedures for submission of Proxy Form electronically in the ensuing section below.

POLL VOTING

The Voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market LR.

Members can proceed to vote on the resolutions at any time from the commencement of the EGM at 10:00 a.m. until the conclusion 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.

Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolution is duly passed.

EGM CIRCULAR

The Company's EGM Circular dated 29 October 2021 is available at the Company's website at www.bintai.com.my.

ELECTRONIC LODGEMENT OF PROXY FORM

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

	Procedure	Action
i. <u>Steps for Individual Members</u>		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services" select "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again.
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "BINTAI EGM 2021 – Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy/proxies to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint Chairman of the Meeting as your proxy. Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy/proxies appointment. Print proxy/proxies for your record.
ii. <u>Steps for Corporation or Institutional Members</u>		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional member selects "Create Account by Representative or Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by e-mail within one (1) or two (2) working days. Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the Poll Administrator if you need clarifications on the user registration.)</i></p>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate event: "BINTAI EGM 2021 – Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of submission for your record.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the EGM via TIIH Online by selecting “**e-Services**” to login, pose questions and submit electronically no later than Saturday, 20 November 2021 at 10:00 a.m.. The Board will endeavour to answer the questions received at the EGM.

RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of EGM is **STRICTLY NOT ALLOWED**.

ENQUIRY

If you have any enquiries on the above, please contact our Poll Administrator during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays) as follows:

Poll Administrator - Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons

- Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com

- Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com

- Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com