



# W T K HOLDINGS BERHAD

[197001000863 (10141-M)]  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE**

### **FOR THE FORTY-EIGHTH ANNUAL GENERAL MEETING (“48TH AGM”)**

Date and Time : Thursday, 13 August 2020 at 10.00 a.m.

Broadcast Venue : Tricor Leadership Room, Unit 32-01, Level 32, Tower A  
Vertical Business Suite, Avenue 3, Bangsar South  
No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

### **MODE OF MEETING**

1. In view of the COVID-19 outbreak and as part of the safety measures, the 48th AGM of W T K Holdings Berhad (“the Company”) will be conducted fully virtual 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, including any amendment that may be made from time to time.
2. 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.
3. Members/proxy(ies)/corporate representatives **will not be allowed** to physically present at the Broadcast Venue on the day of the 48th AGM.

### **COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY**

4. In order to enhance the efficiency of the proceedings of the 48th AGM, members may in advance, before the 48th AGM, submit questions to the Board of Directors via Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor”) TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, pose questions and submit electronically no later than 11 August 2020 at 10.00 a.m. or to use the query box to transmit questions to the Board of Directors via Remote Participation and Voting Facilities (“RPV”) during live streaming. The Board of Directors will endeavour to response to the relevant questions received at the 48th AGM.

### **REMOTE PARTICIPATION AND VOTING FACILITIES**

5. Members are to attend, speak (in the form of real time submission of typed texts) (collectively, “participate”) and vote remotely at the 48th AGM using the RPV provided by Tricor via its TIIH Online website at <https://tiih.online>.
6. Members who appoint proxy(ies) to participate and vote remotely via RPV at the 48th AGM must ensure that the **original** duly executed Form of Proxy are deposited in a **hard copy form** to the Company’s Registered Office at Lot No. 25(A), 25th Floor, UBN Tower, No. 10, Jalan P. Ramlee, 50250 Kuala Lumpur, Malaysia no later than Tuesday, 11 August 2020 at 10.00 a.m.
7. Authorised representatives of corporate members must deposit their **original** certificate of appointment of authorised representative in a **hard copy form** to the Company’s Registered Office at Lot No. 25(A), 25th Floor, UBN Tower, No. 10, Jalan P. Ramlee, 50250 Kuala Lumpur, Malaysia no later than Tuesday, 11 August 2020 at 10.00 a.m. to participate and vote remotely via RPV at the 48th AGM.

8. Attorneys appointed by power of attorney are to deposit their power of attorney in a **hard copy form** with the Company's Registered Office at Lot No. 25(A), 25th Floor, UBN Tower, No. 10, Jalan P. Ramlee, 50250 Kuala Lumpur, Malaysia no later than Tuesday, 11 August 2020 at 10.00 a.m. to participate and vote remotely via RPV at the 48th AGM.
9. A member who has appointed a proxy or attorney or authorised representative to participate and vote at this 48th AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online> no later than Tuesday, 11 August 2020 at 10.00 a.m..

#### PROCEDURES FOR RPV

10. Members/proxy(ies)/authorised representatives/attorneys who wish to participate at the 48th AGM remotely using the RPV are required to follow the requirements and procedures as summarised below:-

Procedure		Actions
<b>BEFORE THE 48TH 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>.</li> <li>• Register as a user under the "e-Services". 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li>• Registration is open from <b>10.00 a.m. Tuesday, 14 July 2020 up to 10.00 a.m. Tuesday, 11 August 2020</b>.</li> <li>• Login with your user ID and password and select the corporate event: "<b>(REGISTRATION) WTK 48TH 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 48th AGM Record of Depositors as at <b>6 August 2020</b>, the system will send you an <b>e-mail on 11 August 2020 to approve or reject</b> your registration for remote participation.</li> </ul>
<b>ON THE DAY OF THE 48TH AGM</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 48th AGM at any time <b>from 9.30 a.m.</b> i.e. 30 minutes before the commencement of the 48th AGM <b>on Thursday, 13 August 2020</b> at 10.00 a.m.</li> </ul>

Procedure		Actions
<b>ON THE DAY OF THE 48TH AGM</b>		
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) WTK 48TH AGM</b>” to engage in the proceedings of the 48th AGM remotely.</li> <li>• If you have any question(s) for the Chairman/Board, you may use the query box to transmit your question(s). The Chairman/Board will endeavour to respond to questions submitted by remote participants during the 48th AGM. If there are time constraints, 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 from <b>10.00 a.m. on Thursday, 13 August 2020</b> until a time when the Chairman announces the completion of the voting session of the 48th AGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) WTK 48TH AGM</b>”.</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 48th AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV:**

- (i) Should your registration for RPV 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 the 48th AGM will indicate your presence at the virtual meeting.
- (ii) 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.
- (iii) 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 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**NO DOOR GIFT/FOOD VOUCHER**

11. There will be no distribution of door gifts or food vouchers for the 48th AGM since the 48th AGM is conducted on a fully virtual basis.

**ENTITLEMENT TO ATTEND AND VOTE**

12. Only a member whose name appears on the Record of Depositors as at 6 August 2020 shall be entitled to participate at the 48th AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

13. The 48th AGM will be conducted via fully virtual meeting. If you are unable to participate at the meeting via RPV on 13 August 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy. The **original** Form of Proxy must be deposited in a **hard copy form** to the Company's Registered Office at Lot No. 25(A), 25th Floor, UBN Tower, No. 10, Jalan P. Ramlee, 50250 Kuala Lumpur, Malaysia no later than Tuesday, 11 August 2020 at 10.00 a.m.

#### **REVOCAION OF PROXY(IES)**

14. If you have submitted your Form of Proxy prior to the 48th AGM and subsequently decide to personally participate at the 48th AGM, please proceed to register yourself for RPV at TIIH Online website at <https://tiih.online> and concurrently notify Tricor on the revocation via email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) no later than Tuesday, 11 August 2020 at 10.00 a.m.

#### **VOTING AT THE 48TH AGM**

15. The Voting at the 48th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
16. Members can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 48th AGM at 10.00 a.m. Kindly refer to item 10(e) on the Procedures for RPV for guideline on how to vote remotely via TIIH Online Website at <https://tiih.online>.
17. Upon completion of the voting session for the 48th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### **ANNUAL REPORT 2019 AND OTHER DOCUMENTS**

18. The following documents can be viewed and downloaded from the Company's website at <http://wtkholdings.com/AGM-2020.html>:-
- (a) Annual Report 2019;
  - (b) Statement/Circular to Shareholders dated 14 July 2020;
  - (c) Corporate Governance Report 2019;
  - (d) Notice of 48th AGM;
  - (e) Form of Proxy;
  - (f) Request Form; and
  - (g) Administrative Guide.
19. You may request for a printed copy of the Annual Report 2019 and/or the Statement/Circular to Shareholders dated 14 July 2020 by completing the Request Form and post it to the address given.

#### **RECORDING OR PHOTOGRAPHY**

20. Strictly NO unauthorised recording or photography of the proceedings of the 48th 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 : +603-2783 9299 (is.enquiry@my.tricorglobal.com)  
Encik Sazali : +603-2783 9280 (Sazali@my.tricorglobal.com)  
Encik Amier Arief : +603-2783 9250 (Amier.Arief@my.tricorglobal.com)