

ADMINISTRATIVE GUIDE

for the Forty-Ninth Annual General Meeting (“49th AGM”)

Date and Time	:	Tuesday, 15 June 2021 at 10.00 a.m.
Broadcast Venue	:	Tricor Business Centre, Manuka 2 & 3 Meeting Room Unit 29-01, Level 29, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia
Meeting Platform	:	https://tiih.online

MODE OF MEETING

1. The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the 49th AGM of W T K Holdings Berhad (“WTK” or “the Company”) fully virtual through live streaming and online remote voting from the Broadcast Venue.
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. No members/proxy(ies)/corporate representatives will be physically present at the Broadcast Venue on the day of the 49th AGM.

COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

4. In order to enhance the efficiency of the proceedings of the 49th AGM, members may in advance, before the 49th 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 13 June 2021 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 endeavor to response to the relevant questions received at the 49th AGM.

REMOTE PARTICIPATION AND VOTING FACILITIES

5. Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “Participate”) remotely at the 49th AGM using the RPV provided by Tricor via its TIIH Online website at <https://tiih.online>.
6. Members who appoint proxies to participate via RPV in the 49th AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form to the office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia no later than Sunday, 13 June 2021 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 office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia no later than Sunday, 13 June 2021 at 10.00 a.m. to participate via RPV in the 49th AGM.
8. Attorneys appointed by power of attorney are to deposit their power of attorney in a hard copy form to the office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia no later than Sunday, 13 June 2021 at 10.00 a.m. to participate via RPV in the 49th AGM.
9. A member who has appointed a proxy or attorney or authorised representative to participate at this 49th AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online> no later than Sunday, 13 June 2021 at 10.00 a.m..

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PROCEDURES FOR RPV FACILITIES

10. Members/proxies/authorised representatives/attorneys who wish to participate the 49th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:-

Procedure		Actions
BEFORE THE AGM 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” by selecting the “Sign Up” button and followed by “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 e-mail. 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 registration for RPV	<ul style="list-style-type: none"> Registration is open from Friday, 7 May 2021 until the day of 49th AGM on Tuesday, 15 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 49th AGM to ascertain their eligibility to participate the 49th AGM using the RPV facilities. Login with your user ID and password and select the corporate event: “(REGISTRATION) WTK 49TH AGM”. 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 49th AGM Record of Depositors as at 8 June 2021, the system will send you an e-mail on or after 13 June 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE AGM DAY		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 49th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 49th AGM on Tuesday, 15 June 2021 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) WTK 49TH AGM” to engage in the proceedings of the 49th AGM remotely. 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 49th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.

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Procedure		Actions
ON THE AGM DAY		
(e)	Online Remote Voting	<ul style="list-style-type: none">• Voting session commences from 10.00 a.m. on Tuesday, 15 June 2021 until a time when the Chairman announces the completion of the voting session of the 49th AGM.• Select the corporate event: “(REMOTE VOTING) WTK 49TH AGM”.• 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 49th AGM, the live streaming will end.

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 49th 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 for assistance.

NO DOOR GIFT/FOOD VOUCHER

11. There will be no distribution of door gifts or food vouchers for the 49th AGM.

ENTITLEMENT TO ATTEND AND VOTE

12. Only a member whose name appears on the Record of Depositors as at 8 June 2021 shall be entitled to participate at the 49th AGM or appoint proxies to participate and/or vote on his/her behalf.
13. The 49th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 15 June 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the instrument appointing a proxy.
14. If you have submitted your instrument appointing a proxy prior to the 49th AGM and subsequently decide to personally participate in the 49th 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 no later than Sunday, 13 June 2021 at 10.00 a.m.
15. As the 49th AGM of the Company is a fully virtual AGM, shareholders who are unable to participate in this 49th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

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VOTING AT THE 49th AGM

16. The Voting at the 49th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
17. 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 49th AGM at 10.00 a.m. Kindly refer to the guideline on how to vote remotely via TIH Online Website at <https://tiah.online> as provided in the above sub-section “Remote Participation and Voting”.
18. Upon completion of the voting session for the 49th AGM, the appointed Independent Scrutineers will verify and announce the poll results followed by the Chairman of the meeting’s declaration whether the resolutions are duly passed.

ANNUAL REPORT 2020 AND OTHER DOCUMENTS

19. The following documents can be downloaded from the Company’s website at <https://wtkholdings.com/annual-general-meeting/>:-
 - (a) Annual Report 2020;
 - (b) Statement/Circular to Shareholders dated 7 May 2021;
 - (c) Corporate Governance Report 2020;
 - (d) Notice of 49th AGM;
 - (e) Form of Proxy;
 - (f) Request Form; and
 - (g) Administrative Guide.
20. You may request for a printed copy of the Annual Report 2020 and/or the Statement/Circular to Shareholders dated 7 May 2021 by completing the Request Form and post it to the address given.

RECORDING OR PHOTOGRAPHY

Strictly no unauthorised recording or photography of the proceedings of the 49th 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)

Mr Eric Low : +603-2783 9267 (Eric.Low@my.tricorglobal.com)

Encik Amier Arief : +603-2783 9250 (Amier.Arief@my.tricorglobal.com)