



W T K HOLDINGS BERHAD

Registration No. 197001000863 (10141-M)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

- Date : Friday, 3 November 2023
- Time : 10.00 a.m.
- Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>
(Domain registration number with MYNIC: D1A282781)

MODE OF MEETING

1. The EGM of W T K Holdings Berhad (“WTK” or “the Company”) will be conducted on fully virtual basis by using the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) in Malaysia via its TIIH Online website at <https://tiih.online> or <https://tiih.com.my>.
2. According to the Revised Guidance Note and FAQs on the Conduct of General Meeting for Listed Issuers Issued by the Securities Commission Malaysia on 7 April 2022, an online meeting platform located in Malaysia is recognised as the meeting venue and all meeting participants of a fully virtual general meeting are required to participate in the meeting online.

COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

3. In order to enhance the efficiency of the proceedings of the EGM, members may in advance, before the EGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online> or <https://tiih.com.my>, by selecting “e-Services” to login, pose questions and submit electronically no later than 1 November 2023 at 10.00 a.m. or to use the query box to transmit questions to the Board of Directors via RPV during live streaming. The Board of Directors will endeavor to response to the relevant questions received at the EGM.

REMOTE PARTICIPATION AND VOTING FACILITIES

4. Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “Participate”) remotely at the EGM using the RPV provided by Tricor via its TIIH Online website at <https://tiih.online> or <https://tiih.com.my>.
5. Members who appoint proxies to participate via RPV in the EGM must ensure that the instrument appointing a proxy must be 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 not less than 48 hours before the time appointed for holding the EGM or at any adjournment thereat.
6. 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 not less than 48 hours before the time appointed for holding the EGM or at any adjournment thereat to participate via RPV in the EGM.

7. 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 not less than 48 hours before the time appointed for holding the EGM or at any adjournment thereat to participate via RPV in the EGM.
8. 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 TIIH Online website at <https://tiih.online> or <https://tiih.com.my> not less than 48 hours before the time appointed for holding the EGM or at any adjournment thereat.

PROCEDURES FOR RPV FACILITIES

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

Procedure		Actions
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 or https://tiih.com.my. 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 request to attend EGM remotely	<ul style="list-style-type: none"> • Registration is open from Thursday, 19 October 2023 until the day of EGM on Friday, 3 November 2023. • Shareholder(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 facilities. • Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) WTK EGM2 2023”. • 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 EGM Record of Depositors as at 27 October 2023, the system will send you an e-mail on or after 1 November 2023 to approve or reject your registration for remote participation. <p style="text-align: center;"><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>

ON THE EGM DAY		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID (i.e. e-mail address) and password for remote participation at the EGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the EGM on Friday, 3 November 2023 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) WTK EGM2 2023” to engage in the proceedings of the EGM 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 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 Friday, 3 November 2023 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) WTK EGM2 2023” or if you are on the live streaming 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 live streaming will end.

Note to users of the RPV facilities:

- (i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of the EGM 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 stream meeting or online voting on the meeting day, 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

10. There will be no distribution of door gifts or food vouchers for the EGM.

ENTITLEMENT TO PARTICIPATE AND VOTE

11. Only a member whose name appears on the Record of Depositors as at 27 October 2023 shall be entitled to participate at the EGM or appoint proxies to participate and/or vote on his/her behalf.

12. In view that the EGM of the Company is a fully virtual EGM, shareholders 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 form of proxy.
13. If you wish to participate the EGM yourself, please do not submit any instrument appointing a proxy for the meeting. You will not be allowed to participate the EGM together with a proxy appointed by you.
14. If you have submitted your instrument appointing a proxy prior to the EGM and subsequently decide to personally participate in the EGM, please proceed to register yourself for RPV at TIIH Online website at <https://tiih.online> or <https://tiih.com.my> and concurrently notify Tricor on the revocation via email to tiih.online@my.tricorglobal.com no later than Wednesday, 1 November 2023 at 10.00 a.m..

VOTING AT THE EGM

15. The Voting at the EGM 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 EGM at 10.00 a.m.. Kindly refer to the guideline on how to vote remotely via TIIH Online Website at <https://tiih.online> or <https://tiih.com.my> as provided in the above sub-section "Remote Participation and Voting".
17. Upon completion of the voting session for the EGM, the appointed Independent Scrutineers will verify the poll results and follow by the Chairman of the meeting's declaration whether the resolutions are duly passed.

CIRCULAR TO SHAREHOLDERS AND OTHER DOCUMENTS

18. The following documents can be downloaded from the Company's website at <https://wtkholdings.com/extraordinary-general-meeting/>:-
 - (a) Circular to Shareholders dated 19 October 2023;
 - (b) Notice of EGM;
 - (c) Form of Proxy;
 - (d) Request Form; and
 - (e) Administrative Guide.
19. You may request for a printed copy of the Circular to Shareholders dated 19 October 2023 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 EGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact Tricor at 03-2783 9299 on Monday to Friday from 8.30 a.m. to 5.30 p.m., except on public holiday.