



**WOODLANDOR HOLDINGS BERHAD**

Registration No. 199601004347 (376693-D)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR SHAREHOLDERS ATTENDING THE  
24<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) OF  
WOODLANDOR HOLDINGS BERHAD**

**Date** : Thursday, 26 November 2020  
**Time** : 10.00 a.m.  
**Broadcast Venue** : VIP Room, Level 43A, MYEG Tower, Empire City, No 8,  
Jalan Damansara, PJU 8, 47820, Petaling Jaya, Selangor  
**Virtual Meeting accessible at** : <https://web.vote2u.app>

In light of the coronavirus (COVID-19) outbreak, governmental decrees, and the encouragement of the Securities Commission Malaysia, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the Annual General Meeting (“AGM”) will be held virtually and online remote voting using the Remote Participation and Voting Facilities (“RPV”).

We strongly encourage our shareholders whose names appear on the Record of Depositors as at 19 November 2020 and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM. In line with the Malaysian Code on Corporate Governance Practice 12.3, this virtual AGM will facilitate greater shareholder’s participation (including posting questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Digital Solutions Sdn. Bhd. (“AGMO”) via its **Vote2U Online** website at <https://web.vote2u.app>

**PROCEDURES TO PARTICIPATE IN RPV**


Please follow the Procedure to Participate in RPV as summarized below:

**BEFORE AGM DAY**

**A: REGISTRATION**

**Individual Shareholders**

	Description	Procedure
i.	Shareholders to register with Vote2U online	The registration will open from <b>11 November 2020</b> a. Access website at <a href="https://web.vote2u.app">https://web.vote2u.app</a> b. Click “ <b>Sign Up</b> ” to sign up as a user. c. Read the ‘Privacy Policy’ and ‘Terms & Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &

	<p>Conditions' on a small box . Then click "<b>Next</b>".</p> <p>d. *Fill-in your details (note: create your own password). Then click "<b>Continue</b>".</p> <p>e. Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</p> <p>f. Click "<b>Submit</b>" to complete the registration.</p> <p>g. Your registration will be verified and an email notification will be sent to you. Please check your email.</p> <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>
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**B: REGISTER PROXY**

**Individual Shareholder / Corporate Shareholder / Nominees Company**

	<b>Description</b>	<b>Procedure</b>
i.	Submit Form of Proxy (hardcopy)	<p>The closing time to submit your hardcopy Form of Proxy is on <b>Wednesday, 25 November 2020 at 10.00 a.m.</b></p> <p>a. *Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none"> <li>○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li> <li>○ *Email address of the Proxy</li> </ul> <p>b. Submit/Deposit the hardcopy Form of Proxy to the Registered Office of the Company at <b>6-3A, 3<sup>rd</sup> Mile Square, No. 151, Jalan Kelang Lama, Batu 3 ½, 58100 Kuala Lumpur.</b></p> <p><u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy is written down correctly.</p>

Shareholders who appoint Proxy(ies) to participate the virtual AGM must ensure that the Form of Proxy is submitted not less than 24 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

For those who have already submitted the Form of Proxy, they can contact our hotline at **03-7664 8520** or email **vote2u@agmostudio.com** to obtain the proxy login.

## ON AGM DAY

### A: WATCH LIVE STREAMING

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>9:00 a.m, Thursday, 26th November 2020</b>; one (1) hour before the commencement of the AGM.</p> <ol style="list-style-type: none"><li>Login with your email and password</li><li>Select the <b>“Woodlandor Holdings Berhad - 24th AGM”</b> event.</li><li>Check your details.</li><li>Click <b>“Watch Live”</b> button to view the live streaming.</li></ol>

### B: ASK QUESTION

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ol style="list-style-type: none"><li>Click <b>“Ask Question”</b> button to post question(s).</li><li>Type in your question and click <b>“Submit”</b>.</li></ol> <p>The Chairperson / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p>

### C: VOTING REMOTELY

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"><li>Click <b>“Confirm Details &amp; Start Voting”</b>.</li><li>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click <b>“Next”</b> to continue voting for all resolutions.</li><li>To change your vote, click <b>“Back”</b> and select another voting choice.</li><li>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click <b>“Confirm”</b> to submit your vote.</li></ol> <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

## **ADDITIONAL INFORMATION**

### **Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

### **Broadcast Venue**

Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room.

In order to comply with the government decrees and S.O.Ps. as well as the Guidance Note on the Conduct of General Meetings for Listed Issuers, shareholders and proxies are not allowed to go to the Broadcast Venue and only the fewest possible number of essential individuals comprising the Chairman, Directors, Chief Executive Officer, Auditors, Company Secretary, senior management, the poll administrator, scrutineer and those providing audio and visual support for this AGM should be present.

### **No Door Gift or e-Voucher or Food Voucher**

There will be no door gift or e-Voucher or food voucher given for this AGM.

### **Enquiry**

- a. If you have enquiry relating to the AGM Administrative Guide for Shareholders, please contact us during office hours:

Hotline: 016-216 7670

Email: [wllhb@woodlandor.com.my](mailto:wllhb@woodlandor.com.my)

- b. If you have enquiry relating to the RPV related matters (such as issues with the log in, steps to connect to live streaming and online voting), please contact us during office hours:

Hotline: 03-7664 8520

Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)