



WOODLANDOR HOLDINGS BERHAD

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

**ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL 25TH ANNUAL GENERAL MEETING
("25th AGM" OR "MEETING") OF WOODLANDOR HOLDINGS BERHAD
("WHB" OR "THE COMPANY")**

- Meeting Day & Date** : Friday, 26 November 2021
- Time** : 10.00 a.m.
- Online Meeting Platform** : The 25th AGM will be held on a fully virtual and entirely via remote participation and electronic voting via online meeting platform at www.swsb.com.my provided by ShareWorks Sdn. Bhd. ("**ShareWorks**") in Malaysia (Domain registration number with MYNIC: D1A403841)
- Platform for Communication** : Shareholders may submit questions through email to the Board of Directors ("**Board**") prior to the 25th AGM at wllhb@woodlandor.com.my no later than 10:00 a.m. on 25 November 2021 or to use the Question and Answer ("**Q&A**") platform to transmit questions to the Board via Remote Participation and Voting ("**RPV**") platform during live streaming.

MODE OF MEETING

In view of the coronavirus disease ("**COVID-19**") pandemic and as part of safety measures against COVID-19, the 25th AGM will be held on a fully virtual basis through live streaming and online remote voting by using RPV facilities.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

All Shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the 25th AGM will have to register to attend remotely by using the RPV Facility, the details of which are set out below.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV FACILITY”)

1. The 25th AGM will be conducted on a fully virtual basis through live streaming and online remote voting. Should you wish to attend the 25th AGM, you are required to register yourself using the RPV Facility in accordance with the instructions as set out under paragraph 3 below.

With the RPV Facility, you may exercise your rights as a Shareholder to participate including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company and vote remotely at the 25th AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV Facility to participate and vote remotely at the 25th AGM. Please refer to the details as set out under RPV Facility for information. If an Individual Shareholder is unable to participate in the Meeting, he/she is encouraged to appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

The closing time to submit the Proxy Form to the registered office of the Company at Unit 3A-12, Level 3A, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, 8, Jalan Kerinchi, 59200 Kuala Lumpur is on 25 November 2021 at 10.00 a.m. Alternatively, the individual members may lodge electronically at ir@shareworks.com.my.

Please note that if an individual member has submitted his/her Proxy Form prior to the 25th AGM and subsequently decides to personally participate in the 25th AGM via RPV Facility, the individual member shall proceed to contact ShareWorks with the details set out below to revoke the appointment of his/her proxy no later than **25 November 2021 at 10.00 a.m.**

Corporate Members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the 25th AGM using the RPV Platform. Corporate Members who wish to participate and vote remotely at the 25th AGM must contact the poll administrator, ShareWorks with the details set out below for assistance and will be required to provide the following documents to the registered office of the Company at Unit 3A-12, Level 3A, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, 8, Jalan Kerinchi, 59200 Kuala Lumpur no later than 25 November 2021 at 10:00 a.m. or lodge electronically at ir@shareworks.com.my:-

- a. Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- b. Copy of the Corporate Representative’s or proxy’s identity card (MyKad) (front and back) / Passport; and
- c. Corporate Representative’s or proxy’s email address and mobile phone number.

Upon receipt of such documents, ShareWorks will respond to your remote participation request.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the 25th AGM, the Corporate Member is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

In respect of **Nominee Company Members**, the beneficiaries of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the 25th AGM using RPV Facility. Nominee Company Members who wish to participate and vote remotely at the 25th AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 25th AGM. Nominee Company must contact the poll administrator, ShareWorks with the details set out below for assistance and will be required to provide the following documents to the registered office of the Company at Unit 3A-12, Level 3A, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, 8, Jalan Kerinchi, 59200 Kuala Lumpur no later than 25 November 2021 at 10.00 a.m. or lodge electronically at ir@shareworks.com.my:-

- a. Proxy Form under the seal of the Nominee Company;
- b. Copy of the proxy's identity card (MyKad) (front and back) / Passport; and
- c. Proxy's email address and mobile phone number.

Upon receipt of such documents, ShareWorks will respond to your remote participation request.

If a Nominee Company Member is unable to attend the 25th AGM, he/she is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

3. The procedures for the RPV Facility in respect of the live streaming and remote voting at the 25th AGM is as follows:

Procedures		Action
Before the 25th AGM		
(i)	Register as a user	<ul style="list-style-type: none"> • Access website www.swsb.com.my • Click "Login" and click "Register" to sign up as a user. The registration will open from 8 November 2021 and close at 10.00 a.m. on 25 November 2021. • Complete the registration process and upload a softcopy of MyKAD (front and back) or Passport for foreign shareholders. • Read and agree to the terms & conditions and thereafter submit your request. • Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour. • Upon verification of the user ID, ShareWorks will send an email notification to approve you as a user. • After verification of your registration against the General Meeting Record of Depositors of the Company as at 19 November 2021, the system will send you an email to notify you if your registration

Procedures		Action
		<p>is approved or rejected after 19 November 2021.</p> <ul style="list-style-type: none"> If your registration is rejected, you can contact ShareWorks or the Company for clarifications or to appeal.
On the day of 25th AGM		
(ii)	Login to www.swsb.com.my	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 25th AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the 25th AGM on 26 November 2021 at 10.00 a.m.
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the "Virtual Meeting" from the main menu. Click the "Join Meeting" located next to the event. You are required to provide your full name as per the CDS account and your user registered email address. Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming. If you have any questions for the Chairman/ Board, you may use the Q&A platform to transmit your question. The Chairman/Board will try to respond to all questions submitted by remote participants during the 25th AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(iv)	Online remote voting	<ul style="list-style-type: none"> Select "Voting" located next to the "Join Meeting" and indicate your votes for the resolutions that are tabled for voting. The voting session will commence once the Chairman of the Meeting declares that the voting platform is activated and will announce the completion of the voting session of the 25th AGM. Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(v)	End of RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the 25th AGM.

POLL VOTING

The voting at the 25th AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad., The Company has appointed ShareWorks as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Independent Scrutineers to verify the poll results.

The Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolution is duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

To administer the proceedings of the 25th AGM in an orderly manner, shareholders may before the 25th AGM, submit questions through email to the Board at wlhb@woodlandor.com.my no later than **25 November 2021** at **10.00 a.m.** The Board will endeavour to address the questions received at the 25th AGM.

NO RECORDING OR PHOTOGRAPHY

By participating at the 25th AGM, you agree that no part of the 25th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted, or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

DIGITAL COPIES OF 25TH AGM DOCUMENTS

We further inform that the following items are now available to view and download at http://woodlandor.com.my/investor-relations/general-meeting/_and_on the Company's website at www.woodlandor.com.my and Bursa Malaysia Securities Berhad's website at <http://www.bursamalaysia.com>:-

1. Annual Report 2021
2. Notice of 25th AGM and Proxy Form
3. Corporate Governance Report 2021
4. Annual Report 2021 Request Form

ENQUIRY

If you have any enquiry prior to the virtual meeting, please contact Mr. Fong Wee Liam and Mr. Chan Wai Kien during office hours (from 9.00 a.m. to 5.00 p.m.) on Monday to Friday except public holiday:

ShareWorks Sdn. Bhd.

No. 2-1, Jalan Sri Hartamas 8
Sri Hartamas
50480 Kuala Lumpur
Wilayah Persekutuan (KL)

Telephone Number : 03-6201 1120
Email : ir@shareworks.com.my