



Matrix Concepts Holdings Berhad

Registration No. 199601042262 (414615-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

General Meeting	:	26 th Annual General Meeting (26 th AGM)
Date of 25th AGM	:	Wednesday, 30 th August 2023
Time	:	11.00 a.m.
Meeting Venue	:	Online Meeting Platform of Vote2U at https://web.vote2u.my
Domain Registration Numbers with MYNIC	:	D6A471702

We are pleased to inform that the 26th AGM of Matrix Concepts Holdings Berhad ("**MCHB**") will be held fully virtual through 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 **17 August 2023** and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this 26th 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.my>

Entitlement to Participate and Vote Remotely

Shareholders whose names appear on the Record of Depositors ("**ROD**") as at **17 August 2023** shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the 26th AGM to attend, participate and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarized below:

BEFORE AGM DAY

A: REGISTRATION

Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U online	<p>The registration will open from the day of notice till the end of AGM.</p> <ol style="list-style-type: none">Access website at https://web.vote2u.myClick "Sign Up" to sign up as a user.Read the 'Privacy Policy' and 'Terms & Conditions' and indicate your acceptance of the 'Privacy Policy' and 'Terms & Conditions' on a small box <input type="checkbox"/>. Then click "Next".*Fill-in your details (note: create your own password). Then click "Continue".Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).Click "Submit" to complete the registrationYour registration will be verified and an email notification will be sent to you. Please check your email. <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>

B: REGISTER PROXY

Individual Shareholder / Corporate Shareholder / Nominees Company

	Description	Procedure
i.	Submit Proxy Form	<p>The closing time to submit your Proxy Form is on Monday, 28 August 2023 at 11.00 am.</p> <ol style="list-style-type: none">*Fill-in details on the Proxy Form and ensure to provide the following information:<ul style="list-style-type: none">MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy*Email address of the Proxy

		<p>b. Submit/Deposit the hardcopy of Proxy Form to Wisma Matrix, No.57, Jalan Tun Dr Ismail, 70200 Seremban, Negeri Sembilan.</p> <p>c. For ease of convenience, individual shareholder may also lodge your e-Proxy Form via online at https://www.mchb.com.my/investor-relations/general-meetings/</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>
--	--	--

C: REVOKE PROXY

If you have submitted your e-Proxy Form or hardcopy Proxy Form and subsequently wish to attend and participate in the live streaming of the 25th AGM, you may do so by revoking your proxy by following the procedures as stated below:

	Description	Procedures
i.	Appointed Proxy(ies) using e-Proxy <ul style="list-style-type: none"> Individual Shareholder only. 	Please call our Corporate Secretarial Office at 06-7642688 and send your notice of revocation via email address to agm.mchb@gmail.com . Note: Revocation notice will close at 11.00 am, Monday, 28 August 2023.
ii.	Appointed Proxy(ies) using hardcopy Proxy Form <ul style="list-style-type: none"> Individual Shareholder Corporate Shareholder Authorised Nominee Exempt Authorised Nominee 	

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 10.00 am, 1 hour before the commencement of the AGM.</p> <ol style="list-style-type: none"> Login with your email and password Select the General Meeting event (for example, "26th AGM"). Check your details. Click "Watch Live" button to view the live streaming.

B: ASK QUESTION

Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Question during 26th 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> <p>a. Click “Ask Question” button to post question(s). b. Type in your question and click “Submit”.</p> <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> <p>a. Click “Confirm Details & Start Voting”.</p> <p>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “Next” to continue voting for all resolutions.</p> <p>c. To change your vote, click “Back” and select another voting choice.</p> <p>d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “Confirm” to submit your vote.</p> <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 26th 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.

Lodgement of Proxy Form

Shareholders who wish to appoint Proxy(ies) to participate at the virtual 26th AGM must ensure that the Proxy Form is submitted **not less than 48 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.

E-Vouchers

ALL shareholders are entitled to receive e-vouchers as long as their names appear in the Register of Repositors ("ROD") as at **18 July 2023 and remain as shareholder till the 26th AGM date ("Voucher Period")**. Kindly note that it is not necessary for the shareholder(s)/proxy(ies)/ corporate representative(s) to attend the 26th AGM in order to qualify for the e-vouchers. The e-vouchers are automatically sent to ALL entitled shareholders within the Voucher Period. Please download and complete the form, <https://forms.gle/TiYh4wjDdic1Muo1A> and submit to us and the e-vouchers shall be emailed to you.

Please note that, save and except for the e-vouchers as mentioned above, there will be **NO** other gifts and food vouchers for shareholders, proxies and corporate representatives.

Enquiry

- a. For enquiries relating to the general meeting, please contact MCHB's **Corporate Secretariat** during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No: 06-7642688

Email: carmen@mchb.com.my or cosec.dpt@mchb.com.my

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact **Vote2U helpdesk** during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No: 03-7664 8520 / 03-7664 8521

Email: vote2u@agmostudio.com