

MATRIX CONCEPTS HOLDINGS BERHAD

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

ADMINISTRATIVE GUIDE

FOR THE SHAREHOLDERS OF MATRIX CONCEPTS HOLDINGS BERHAD

Dear Shareholders,

RE: TWENTY THIRD ANNUAL GENERAL MEETING (“23RD AGM”) OF MATRIX CONCEPTS HOLDINGS BERHAD (“MATRIX” OR “THE COMPANY”)

Date and time of Meeting: 30th September 2020 at 10.00 am
Broadcast Venue: Wisma Matrix, No. 57, Jln Tun Dr. Ismail, Bandar Seremban, 70200 Seremban, Negeri Sembilan

The 23rd AGM of the Company will be conducted entirely virtual through live streaming and online remote voting via Remote Participation and Voting (RPV) facilities.

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 the RPV facilities provided by our technology provider, Vcube Malaysia Sdn. Bhd.

BROADCAST VENUE

The venue of the 23rd AGM (“Broadcast Venue”) is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which stipulates that the Chairman shall be at the main venue of the AGM. **NO SHAREHOLDER/PROXY IS ALLOWED** to be physically present at the Broadcast Venue.

PROCEDURE TO PARTICIPATE IN VIRTUAL AGM AND E-VOTING

BEFORE AGM DAY

Registration Process

1st Level Security Authentication	Registration is open from 28 August 2020 at 9.00 am onwards. <ol style="list-style-type: none">1. Please register at https://t.ly/cuoV.2. Cut-off date of registration : 28 September 2020 at 10.00 a.m.3. Please provide your name / company name, NRIC number / company number, CDS account number, mobile contact number and a valid email address in order to be verified to gain admission to the 23rd AGM. <p><u>Note:</u> The Company will only verify your information submitted to ensure your qualification to attend the 23rd AGM, after 21 September 2020. (6 market days before AGM date).</p>
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<p>2nd Level Security Authentication</p> <p>3rd Level Security Authentication</p>	<ol style="list-style-type: none"> 1. Following the verification, authenticated parties (shareholders and proxy holders) will receive an email from agm@vcube.com.my from 23 September 2020 onwards containing your Member-Entry (ME-ID) (2nd level security authentication) and instructions to be used to enter the 23rd AGM at the date and time specified. 2. Your very own Unique Security (US) Link will be sent to you 24 hours before the 23rd AGM date. Please check your inbox or spam-box for the said ME-ID and US-Link from agm@vcube.com.my. 3. If you are a substantial shareholder of the company you will additionally receive your ME-ID and US-Link privately through your mobile via whatsapp support from our technology partner V-cube Malaysia Sdn. Bhd. Virtual AGM hotline @ 012-7302601. 3. The ME-ID sent earlier is your verified Login ID to login to the 23rd AGM. 4. For security reasons, please do not forward ME-ID or US-Link to any other persons. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalized usage. The link is trackable and will be erased after the 23rd AGM has concluded <p><u>Notes:</u></p> <ol style="list-style-type: none"> i) You will receive an email from agm@vcube.com.my containing your ME-ID from 23 September 2020 onwards for the purpose of entering the 23rd AGM at the specified date. ii) Your US-Link will be sent 24 hours before the 23rd AGM. All you have to do is to click on it and then enter your ME-ID to attend the AGM on the event day.
<p>E-Proxy Registration – electronic lodgement of Proxy Form (e-Proxy Form) .</p> <ul style="list-style-type: none"> • For Individual shareholder only 	<ol style="list-style-type: none"> 1. Registration is open from 9.00 am, 28 August 2020 up to 10.00 am, 28 September 2020. 2. For ease of convenience, individual shareholder may lodge your e-Proxy Form via online at https://www.mchb.com.my/investor-relations/general-meetings/. 3. Fill in the details of your Proxy(ies) and indicate your voting instructions (FOR or AGAINST) for the respective resolutions. 4. Once you completed filling the form, review and confirm your Proxy appointment. Once confirm in order, click “Submit” 5. Your e-Proxy Form will be verified prior to registration. After verification, your Proxy(ies) will receive an email notification from agm@vcube.com.my containing your ME-ID from 23 September 2020 onwards for the purpose of attending the 23rd AGM at the specified date. 6. Your Proxy will also receive the US-Link, 24 hours before the 23rd AGM. Your Proxy only need to click on the Link and then enter your ME-ID to attend the AGM on the event day.

<p>Proxy Form (hard copy) or Certificate of Appointment of Corporate Representative.</p> <p>For:</p> <ul style="list-style-type: none"> • Individual shareholder • Corporate shareholder • Authorised Nominee • Exempt Authorised Nominee 	<ol style="list-style-type: none"> 1. Proxy Form or Certificate of Appointment of Corporate Representative must reach the Company's registered office not later than 10.00 am, 28 September 2020. 2. Complete the hardcopy Proxy Form and ensure that the email address and contact number are clearly stated in the said form. 3. For corporate shareholder who wishes to appoint a corporate representative, please ensure that the email address and contact number of your corporate representative are clearly stated in the Certificate of Appointment of Corporate Representative before submission. 4. Submit/Deposit the duly completed and signed Proxy Form or Certificate of Appointment of Corporate Representative to the Company's registered office as follows:- <p style="text-align: center;">The Group Company Secretary Matrix Concepts Holdings Berhad Wisma Matrix, No.57, Jalan Tun Dr. Ismail, 70200 Seremban, Negeri Sembilan.</p> 5. Your Proxy Form will be verified prior to registration. After verification, your Proxy(ies) will receive an email notification from agm@vcube.com.my containing your ME-ID from 23 September 2020 onwards for the purpose of entering the 23rd AGM at the specified date. 6. Your Proxy will also receive the US Link, 24 hours before the 23rd AGM. Your Proxy only need to click on the Link and enter your ME-ID to attend the AGM on the event day.
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ON AGM DAY	
Watch Live Streaming of AGM	<ol style="list-style-type: none"> 1. The virtual meeting platform will open for login starting 15 minutes before the commencement of AGM on Wednesday, 30 September 2020 at 10.00 am. 2. Click on the US-Link before the virtual AGM starts and enter your ME-ID correctly. 3. Please ensure you login with the correct ME-ID. Entering a wrong ME-ID will be captured as illegal entry and votes make void.
Ask questions (Real-time)	<ol style="list-style-type: none"> 1. A communication box channel will be enabled for questions prior to the tabling of each resolution before voting. This is to enable you to communicate and post your question which will be vetted for relevancy before being responded by the Chairman or the Board. 2. Please note that if we are unable to address all your questions due to time constraints, we shall reply via email. If questions are particularly lengthy and/or some duplication, we may need to summarise them, for reasons of brevity. In the event that we are unable to address your questions in time, your questions will be answered by email or post after the 23rd AGM. 3. Aside from members, proxy holders who are allowed to join the 23rd AGM, can participate in the questions and responses.

E-Voting Procedures	<ol style="list-style-type: none"> Shareholders and/or proxy holders may submit the e-vote during the live polling session for each resolution. To vote, select your voting choice from the options provided i.e 1:FOR and 2: AGAINST and click accordingly. A confirmation screen will appear to show your selected vote. A fixed time of one (1) minute for voting is allocated for each resolution. You may amend your voting choice during the time allocated. Once the voting time is closed, your last entered vote shall be counted as your selected vote. <p>Upon completion of the voting session for all the resolutions, the Scrutineer will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.</p> <p>Note: The Chairman has the option to reduce the voting time to 45 seconds if he feels that one minute is too long.</p>
End Of Meeting	<ol style="list-style-type: none"> The live streaming of the Meeting will end upon the announcement by the Chairman on the closure of the 23rd AGM. You may now logout from the virtual meeting platform.
Virtual AGM Platform	<ol style="list-style-type: none"> Browser: You will need a browser that is HTML5-compatible (e.g. Microsoft Edge, Chrome, Fire fox) and a stable WIFI or LAN connection to participate in the 23rd AGM which is device agnostic. A pre environment test is attached with the US-Link. For best user experience, you are strongly advised to join via a laptop or computer to engage fully in the proceedings and interactively download important information presented during the 23rd AGM.

ADDITIONAL INFORMATION

1. ENTITLEMENT TO PARTICIPATE AND VOTE

A depositor whose name appears in the Record of Depositors of the Company as at 21 September 2020 shall be regarded as a shareholder and entitled to attend, speak and vote at the 23rd AGM via RPV facilities.

If you are unable to attend the 23rd AGM via RPV facilities, you are encouraged to appoint proxy or Chairman of the Meeting as your proxy and indicate your voting instruction in the Proxy Form.

2. REVOCATION OF PROXY

If you have submitted your e-Proxy Form or hardcopy Proxy Form and subsequently wish to participate in the live streaming of the 23rd AGM, you may do so by following the procedures as stated below:

	Description	Procedures
i.	<i>Appointed Proxy(ies) using e-Proxy</i> <ul style="list-style-type: none"> Individual Shareholder only. 	Please call our Company Secretarial Office at 06-7642688 and send your notice of revocation via email address to agm.mchb@gmail.com .
ii.	<i>Appointed Proxy(ies) using hardcopy Proxy Form</i> <ul style="list-style-type: none"> Individual Shareholder Corporate Shareholder Authorised Nominee Exempt Authorised Nominee 	Note: Revocation notice will close at 10.00 am, Monday, 28 September 2020 .

3. NO DOOR GIFT OR E-VOUCHER OR FOOD VOUCHER

There will be no distribution of door gifts, e-vouchers or food vouchers to shareholders / proxies who participate in the 23rd AGM.

4. PROCEEDING OF THE MEETING

- (i) The meeting will start promptly at 10.00 am.
- (ii) The Chairman / Board of Directors will endeavour to address the questions received during the 23rd AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible time, after the meeting.
- (iii) No recording or photography of the live streaming of the 23rd AGM proceedings is allowed without the prior written permission of the Company.

5. IMPORTANT NOTE.

- (i) If you do not receive an email acknowledgement after your registration, it means your preregistration is not successful. Please check your spam/junk email folder or try again.
- (ii) If you have any enquiries relating to the 23rd AGM, please contact our Company Secretarial office at 06-7642688 during office hours (9.00 am to 5.00 pm) on Mondays to Fridays (except public holidays) or email to agm.mchb@gmail.com.
- (iii) For matters relating to **ME-ID** or **US-Link** or If you have any enquiries relating to RPV facilities, please contact V-cube Malaysia Virtual AGM hotline at **012-7302601**.
- (iv) For better engagement and communication feel free to send your questions ahead of the meeting. You may send it to **agm.mchb@gmail.com before 28 September 2020 at 10.00 a.m.**

6. PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the 23rd AGM and/or any adjournment thereof, a shareholder of the Company:

- (i) consents to the collection, use and disclosure of the shareholder's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of the proxies and representatives appointed for the AGM (including any adjournment thereof), and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"),
- (ii) warrants that where the shareholder discloses the personal data of the shareholder's proxy(ies) and/or representative(s) to the Company (or its agents), the shareholder had obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and,
- (iii) agrees that the shareholder will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.