

# ADMINISTRATIVE NOTES FOR SHAREHOLDERS ATTENDING THE 21<sup>ST</sup> AGM

MEETINGS	VENUE
21 <sup>st</sup> Annual General Meeting (“AGM”) on Thursday, 16 August 2018 at 10.30 a.m.	Halia Room, d’Tempat Country Club, PT 12653, Jalan Pusat Dagangan Sendayan 1, 71950 Bandar Sri Sendayan, Negeri Sembilan Darul Khusus, Malaysia

## ADMINISTRATIVE NOTES FOR SHAREHOLDERS ATTENDING THE AGM

### 1. Registration

- (i) Registration on the date of the AGM will commence at 9.00 a.m. and shareholders are requested to be punctual.
- (ii) Please read the signages placed around and near the AGM’s venue to assist and guide you to the registration area and proceed for registration accordingly.
- (iii) Please present your original identity card (IC) during registration for verification purposes. Upon verification of your IC and signing the Attendance List, you will be given an identification wristband to be secured around your wrist.
- (iv) If you are attending the AGM as shareholder as well as proxy, you are required to register for yourself as well as proxy and will be given identification wristband to enter the AGM venue.
- (v) In particular, kindly be reminded of the following:-
  - that you will not be allowed to enter the AGM venue without wearing the identification wristband;
  - that there will be no replacement in the event that you lose or misplace the identification wristband; and
  - that you will not be allowed to register on behalf of another person even with the original IC of that other person.
- (vi) The registration counters will only handle verification of identities and registration. If you have other queries or need clarification relating to registration, please proceed to the Enquiry Desk.
- (vii) After registration, please vacate the registration area immediately and proceed to Enquiry Desk to collect your door gift and cash vouchers for meal redemption.

### 2. Door Gift

- (i) Door gift will be given to each shareholder or proxy attending the AGM. If you are attending the AGM both as shareholder as well as proxy, you are only entitled to only **ONE (1)** door gift.
- (ii) Door gift to be collected from the Enquiry Desk.

### 3. Food and Beverage

- (i) Light refreshment, will be served before the commencement of the AGM at the pre-function foyer of Halia Room from 9.00 a.m. to 10.30 a.m.
- (ii) There will **NOT** be any lunch served after the AGM. Instead, cash vouchers will be given for your redemption for meals at any time of your convenience within the validity period as disclosed in the vouchers. The said vouchers can also be collected from the Enquiry Desk.

### 4. Time of commencement of AGM

The AGM will start promptly at 10.30 a.m.

### 5. Entitlement to Attend and Vote

- (i) Only members registered in the Record of Depositors as at 8 August 2018 shall be eligible to attend the AGM or appoint proxy/ies to attend and vote on his/her behalf.
- (ii) A member is entitled to attend, speak and vote at the AGM or to appoint a proxy to attend, speak and vote in his stead. A proxy may but need not be a member of the Company. The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing, or if the appointor is a corporation, under its common seal or in some other manner approved by its Directors.
- (iii) A member shall not be entitled to appoint more than two (2) proxies to attend, speak and vote at the AGM.
- (iv) Where a member is an exempt authorized nominee as defined under the Central Depositories Act, which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("Omnibus account") it may appoint multiple proxies in respect of each Omnibus account it holds.
- (v) Where a member appoints more than one (1) proxy, the appointment shall be invalid unless he specifies the proportions of his holding to be represented by each proxy.
- (vi) If you have submitted your Proxy Form prior to the AGM and subsequently decide to attend the AGM yourself, please proceed to the registration desk to inform them that you wish to revoke the appointment of your proxy.
- (vii) Duly completed Proxy Form must be deposited at the registered office of the Company, Wisma Matrix, No. 57, Jalan Tun Dr Ismail, 70200 Seremban, Negeri Sembilan Darul Khusus, Malaysia **not later than 10.30 a.m. on 14 August 2018** or any adjournment thereof.

### 6. Voting by poll

- (i) Please note as per the requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the notice of meeting shall be voted by poll. The polling processes shall be managed by the Company's share registrar, Bina Management (M) Sdn Bhd ("Share Registrar") and Wensen Consulting Asia (M) Sdn Bhd has been appointed as the scrutineer to verify and validate the votes cast at the AGM.
- (ii) The polling will be conducted via e-polling method. A hand-held device for the e-polling shall be given to each shareholder for the voting process. Please note that such device needs to be returned to the Share Registrar upon completion of the AGM.

**Alert:** As the device is a property of the Share Registrar, in the event such device is found to be misplaced or lost, the shareholder is required to pay RM100 to the Share Registrar as compensation thereof. Kindly, therefore, be reminded to handle the said device with care to avoid the occurrence of such incident.

# ADMINISTRATIVE NOTES FOR SHAREHOLDERS ATTENDING THE 21<sup>ST</sup> AGM

## 7. Parking

Free parking lots are available at the basement of the Club on first come first serve basis.

## 8. Mobile Devices

Please ensure that all mobile devices i.e phones/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings. Any recording of the AGM proceedings, either vocal or audiovisual is strictly prohibited.

## 9. Personal Belongings

Please take care of your personal belongings. The Company will not be held responsible for any missing items.

## 10. Enquiry

If you have any enquiries prior to the date of the AGM, please contact the following during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):-

- a) Bina Management (M) Sdn Bhd (Share Registrar)  
Tel: +603-7784 3922 Email: liong@binamg168.com
- b) Carmen Loo (Head, Group Corporate Secretarial and Governance)  
Tel: +606-764 2688 Email: carmen@mchb.com.my

## 11. Annual Report 2018

The Annual Report 2018 is available on our website at [www.mchb.com.my](http://www.mchb.com.my) and also at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of Matrix Concepts Holdings Berhad.

## 12. Location Map

Below is the location map of d'Tempat Country Club in Bandar Sri Sendayan, Negeri Sembilan (GPS Coordinates : 2°40'29.4"N 101°51'49.6"E ) for your reference.

