

ADMINISTRATIVE GUIDE

FOR THE TWENTY FIRST ANNUAL GENERAL MEETING ("21ST AGM")
OF WCE HOLDINGS BERHAD

Date: **29 August 2022, Monday**
Time: **2.30 p.m.**
Meeting platform: **www.metramanagement.com.my**
Broadcast Venue: **Unit 7-21, Wisma Conlay, No. 1, Jalan USJ 10/1,
Taipan Business Centre, 47620 Subang Jaya, Selangor**

VIRTUAL MEETING

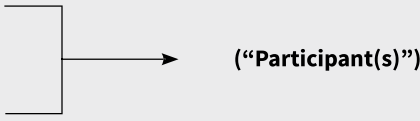
Our 21st AGM on 29 August 2022 will be held on a virtual basis at the Broadcast Venue through live streaming using the Remote Participation and Voting Facilities ("RPV Facilities"), which is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (as revised and amended from time to time).

The Broadcast Venue, which is the main venue of the AGM, is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman to be present at the main venue on the day of the AGM.

No **members/proxies/corporate representatives** from the public will be allowed to be physically present at the Broadcast Venue on the day of 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 at the AGM. Hence, participants are to ensure that internet connectivity throughout the duration of the meeting is maintained.

REMOTE PARTICIPATION AND VOTING ("RPV") FACILITIES

- Please note that the RPV Facilities are available to:
 - (i) **Individual members;**
 - (ii) **Proxy holders;**
 - (iii) **Corporate shareholders;**
 - (iv) **Authorised Nominees; and**
 - (v) **Exempt Authorised Nominees**
- Participants are entitled to attend, speak (in the form of real-time submission of typed texts) and vote remotely at the AGM using the RPV Facilities provided by Metra Management Sdn Bhd ("Metra Management") via its website www.metramanagement.com.my ("Metra Portal").
- Participants may submit their questions, if any, to the Board of Directors ("Board") before the AGM via emails to the Company Secretary, Mr Raw Koon Beng at rawkb@wcehb.com.my no later than 5.30 p.m on Friday, 26 August 2022.** Participants may also use the Q&A Platform to submit questions to the Board via the RPV Facilities during live streaming.

If there is time constraint in answering the questions during the AGM, the answers will be emailed to the Participants at the earliest possible time after the meeting has ended.
- Proxies or Corporate Representatives/Authorised Nominees/Exempt Authorised Nominees who wish to use the RPV Facilities at the 21st AGM, please ensure the duly executed Form of Proxy or the original certificate of appointment of its corporate representative are to be submitted not later than Saturday, 27 August 2022 at 2.30 p.m. in the prescribed manners.

ADMINISTRATIVE GUIDE

FOR THE TWENTY FIRST ANNUAL GENERAL MEETING (“21ST AGM”) OF WCE HOLDINGS BERHAD (CONT'D)

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES (CONT'D)

4. The Participant(s) is/are to read and follow the procedures for the RPV Facilities as summarised below:

BEFORE THE 21ST AGM DAY:		
Procedure		Action
(i)	Register as a user.	<ul style="list-style-type: none"> • Access website www.metramanagement.com.my Click <Login> followed by <Register New User> to sign up as a user. • Complete the registration by filling up the information required and upload a clear copy of your MyKAD (front and back) or Passport. • Read and agree to the terms & condition and thereafter submit your registration. • Please enter a valid email address in order for you to receive the verification email from Metra Management. • Your registration will be verified and approved by Metra Management. Once approved, an email notification will be sent to you. • If you are already a user with Metra Management, you are not required to register again.
ON THE DAY OF 21ST AGM:		
(ii)	Login to: www.metramanagement.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 21st AGM at any time from 2.00 p.m. i.e. 30 minutes before the commencement of 21st AGM on Monday, 29 August 2022 at 2.30 p.m. • If you have forgotten your password, you can reset it by clicking “Forget Password”.
(iii)	Participate through Live Streaming.	<ul style="list-style-type: none"> • Select “Virtual Meeting” under main menu. • Click “Join Meeting” in order to join the live video streaming. • If you have any question(s) during the 21st AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman/Board/Management will try to respond to all relevant questions submitted during the 21st AGM. If there is time constraint in answering the questions during the 21st AGM, responses will be emailed to you at the earliest possible time after the end of the 21st AGM. • If you are using a smartphone to participate in the 21st AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 21st AGM. • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location
(iv)	Online remote voting.	<ul style="list-style-type: none"> • Please select the “Voting” option located next to “Join Meeting” to indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. • Please 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 facilities.	The RPV Facilities will end and the Q&A platform will be disabled the moment the Chairman announces closure of the 21st AGM.

ADMINISTRATIVE GUIDE

FOR THE TWENTY FIRST ANNUAL GENERAL MEETING ("21ST AGM")
OF WCE HOLDINGS BERHAD (CONT'D)

NO LUNCH PACK & DOOR GIFT

There will be **NO DISTRIBUTION** of food packs, door gifts or e-vouchers during the 21st AGM.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 21st AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 55(2) of the Company's Constitution, to issue a Record of Depositors as at 22 August 2022. Only a depositor whose name appears on the Record of Depositors as at 22 August 2022 shall be entitled to attend the said meeting remotely or appoint.

PROXY

Since the 21st AGM will be conducted via a virtual meeting, a Shareholder can appoint the Chairman of the Meeting as proxy to vote on your behalf at the 21st AGM by completing and indicating the voting instruction in the Form of Proxy which is available at www.metramanagement.com.my.

You may submit your Form of Proxy to the Share Registrar, Metra Management Sdn. Bhd. by fax at 03-2698 0313 or e-mail to corporate@mweh.com.my.

The appointment of a proxy may be made in a hard form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the 21st AGM or adjourned meeting thereof at which the person named in the appointment proposes to vote:

(i) In hard copy form

In the case of an appointment made in hard copy form, this proxy form must be deposited at the registered office of the Company situated at Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By electronic form

- In the case of an appointment made via email transmission, this proxy form must be received via email at Kar.Mun.Thong@my.tricorglobal.com and/or Shirley.Fong@my.tricorglobal.com; or
- The proxy form can be electronically lodged with the Poll Administrator via www.metramanagement.com.my. Please refer to the Annexure of the Administrative Guide of the 21st AGM.

REGISTRATION OF PROXY

Members who have appointed proxies or attorneys or corporate representatives to participate in the AGM via the RPV Facilities must ensure that their proxies or attorneys or authorised representatives register themselves at the METRA Portal at www.metramanagement.com.my prior to the AGM.

POLL VOTING

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 21st AGM of the Company shall be voted by way of a poll. The Company has appointed Metra Management Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Corporate Services Sdn Bhd as Independent Scrutineer to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the meeting. Please refer to item (iv) of the above Procedures section for guidance on how to vote remotely from Metra Management's website at www.metramanagement.com.my.

The Independent Scrutineer will verify the poll results followed by the Chairman's announcement and declaration on whether the resolution is duly passed.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the 21st AGM and on Bursa Malaysia website at www.bursamalaysia.com

ADMINISTRATIVE GUIDE

FOR THE TWENTY FIRST ANNUAL GENERAL MEETING ("21ST AGM")
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RECORDING OR PHOTOGRAPHY

Strictly **NO** recording of the proceedings of the 21st AGM is allowed.

Should you need assistance on your E-proxy submission, please contact us.

ENQUIRY

If you have any enquiry prior to the virtual meeting, please contact our Share Registrar during office hours from 9.00a.m. to 5.00 p.m. on Mondays to Fridays

Metra Management Sdn Bhd
35th Floor, Menara Multi-Purpose
Capital Square,
No. 8, Jalan Munshi Abdullah
50100 Kuala Lumpur.

Telephone Number : 03-2698 3232
Mobile Number: 010- 526 5490
Fax Number: 03-2698 0313
Email: corporate@mweh.com.my

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ANNEXURE

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

Dear Shareholders,

We are pleased to inform you of the available option to submit proxy forms by electronic means through Metra Management's E-proxy Portal ("E-Proxy") at www.metramanagement.com.my. The Metra Management's E-Proxy Portal is an online facility for shareholder to submit proxy forms electronically. Once you have successfully submitted your E-proxy Form, you are no longer required to complete and submit the physical proxy form to the registered office of the Company.

To submit E-proxy form, please read the following guidance notes:

- Sign up as a user at www.metramanagement.com.my
 - Click Login/Register followed by <<Register New User>> to register as a new user.
 - Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back) or Passport.
 - Read and agree the terms & conditions and thereafter submit your registration.
 - Please enter a valid email address for you to receive the verification email from Metra Management Sdn. Bhd. ("Metra")
 - Your registration will be verified and approved by Metra. Once approved, an email notification will be sent to you.
 - If you are already an existing user with Metra, you are not required to register again.
- Proceed with the submission of E-proxy Form
 - After the announcement by the Company of the Notice of the 21st Annual General Meeting, please login to Metra's E-proxy Portal using your user name (i.e. email address) and password.
 - Click "E-PROXY LODGEMENT" and select the company name for the submission of the E-proxy Form.
 - Appoint your proxy(ies) or the Chairman and complete the particulars of your proxy(ies) to vote on your behalf.
 - Review and confirm your proxy(ies) appointment.
 - Read and agree to the terms & conditions and thereafter submit your E-proxy Form.
 - An email notification will be sent to you as an acknowledgement of E-proxy Form submission.

Should you need assistance on your E-proxy submission, please contact us.

Thank you.

Metra Management Sdn Bhd
35th Floor, Menara Multi-Purpose
Capital Square
No. 8, Jalan Munshi Abdullah
50100 Kuala Lumpur

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