

ADMINISTRATIVE GUIDE

FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20TH AGM”)
OF WCE HOLDINGS BERHAD

Date: **24 August 2021, Tuesday**

Time: **2.30 p.m.**

Meeting platform: **www.metramanagement.com.my**


Communication: **Shareholders may submit questions to the Board of Directors (“Board”) prior to the 20th Annual General Meeting (“20th AGM”) to the Company Secretary at rawkb@wcehb.com.my no later than 5.30 p.m. on Friday, 20 August 2021 or to use the Question and Answer (“Q&A”) Platform to transmit questions to the Board via Remote Participation and Voting (“RPV”) facilities during live streaming.**

MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 20th AGM will be conducted fully virtual through RPV provided by Metra Management Sdn Bhd (“Metra Management”) via its website at www.metramanagement.com.my (“Metra Portal”) in Malaysia on Tuesday, 24 August 2021 at 2.30 p.m. as set out in the Annual Report of WCE Holdings Berhad for the financial year 31 March 2021. You are to use the RPV facilities to participate in the 20th AGM as a way for us to jointly share the responsibility to minimise the risk of COVID-19 infections.

Physically attending the 20th AGM as a Shareholder/Proxy is not allowed, this 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 and revised on 1 June 2021.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

- Please note that the RPV Facilities is available to:
 - Individual members;
 - Proxy holders;
 - Corporate shareholders;
 - Authorised Nominees; and
 - Exempt Authorised Nominees
- The 20th AGM will be conducted through live streaming and online remote voting. The Participant(s) is/are encouraged to attend the 20th AGM by using the RPV Facilities provided by Metra Management. With the RPV Facilities, you may exercise your rights as a shareholder of the Company to participate (including to pose questions to the Board) and vote remotely at the 20th AGM.
- Shareholders who are not able to participate in the 20th AGM are encouraged to appoint the Chairman of the Meeting to vote on your behalf at the 20th AGM by completing and indicating the voting instruction in the Form of Proxy which is available at www.metramanagement.com.my.
- Proxies or Corporate representatives/Authorised Nominees/Exempt Authorised Nominees who wishes to use the RPV Facilities at the 20th 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 Sunday, 22 August 2021 at 2.30 p.m. in the prescribed manners.
- The Participant(s) is/are encouraged to send in their questions before the meeting to the Company Secretary, Mr Edward Raw at rawkb@wcehb.com.my in relation to the agenda items for the 20th AGM.

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

BEFORE THE 20 TH 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 ON THE 20 TH 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 20th AGM at any time from 2.00 p.m. i.e. 30 minutes before the commencement of 20th AGM on Tuesday, 24 August 2021 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 20th 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 20th AGM. If there is time constraint in answering the questions during the 20th AGM, the responses will be emailed to you at the earliest possible time after the end of the 20th AGM. • If you are using a smartphone to participate in the 20th AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 20th 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 the closure of the 20 th AGM.

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NO LUNCH PACK & DOOR GIFT

There will be **NO DISTRIBUTION** of food packs or door gifts during the 20th AGM as the meeting will be conducted on fully virtual basis.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 20th 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 16 August 2021. Only a depositor whose name appears on the Record of Depositors as at 16 August 2021 shall be entitled to attend the said meeting remotely or appoint.

PROXY

Since the 20th 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 20th AGM by completing and indicating the voting instruction in the Form of Proxy which is available at www.metramanagement.com.my.

The appointment of a proxy may be made in a hard copy 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 20th 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 Services Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By electronic forms

- 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 of the Company via www.metramanagement.com.my. Kindly refer to the Annexure of the Administrative Guide of the 20th Annual General Meeting.

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 20th 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 Merchant 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. Kindly refer to item (iv) of the above Procedures section for guidance on how to vote remotely from Metra Management’s website (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 20th AGM and on Bursa Malaysia website at www.bursamalaysia.com

RECORDING OR PHOTOGRAPHY

Strictly **NO** recording of the proceedings of the 20th AGM is allowed.

ENQUIRY

If you have any enquiry prior to the virtual meeting, please contact our Share Registrar during office hours:

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: 010-5265 490
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 that you as a shareholder can have the option to submit proxy forms by electronic means through Metra’s Portal at www.metramanagement.com.my (“E-proxy”)

Our Metra’s E-Proxy Portal provides an online submission for shareholder to submit electronically the proxy form. 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 assist you on how to use Metra’s E-Proxy Portal, kindly read and follow the guidance notes which are detailed below:

1. Sign up as a user in 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 in order 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.
2. Proceed with submission of E-proxy
 - After the announcement of the Notice of the Meeting been made by the Company, you may login to Metra’s Portal with 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 send to you to acknowledge the submission.

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

Thank you.

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50100 Kuala Lumpur.

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