

ADMINISTRATIVE GUIDE

FOR THE TWENTY SECOND ANNUAL GENERAL MEETING (“22ND AGM”)
OF WCE HOLDINGS BERHAD

Date/Day	:	30 August 2023, Wednesday
Time	:	2.30 p.m.
Online Meeting Platform	:	Metra Portal website at www.metramanagement.com.my (Domain Registration No. D1A403946)
Broadcast Venue	:	Unit 7-21, Wisma Conlay, No. 1, Jalan USJ 10/1, Taipan Business Centre, 47620 Subang Jaya, Selangor.

VIRTUAL MEETING


Our 22nd AGM on 30 August 2023 will be held on a virtual basis from the Broadcast Venue through live streaming using the Remote Participation and Voting Facilities (“**RPV Facilities**”) provided by Metra Management Sdn Bhd (“Metra Management”), which is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (as revised on 7 April 2022 and amended from time to time).

The Broadcast Venue, which is the main and only venue of the 22nd AGM, is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the meeting to be present at the main venue of the AGM.

No members/proxies/corporate representatives/attorneys from the public will be allowed to be physically present at the Broadcast Venue on the day of the 22nd AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at the virtual meeting. 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 22nd AGM. Hence, participants are to ensure that internet connectivity throughout the duration of the meeting is maintained. The Company, the Board and its management, share registrar and other professional advisers (if any) shall not be held responsible or liable for any disruption in internet line resulting in the Participants (as defined below) being unable to participate and/or vote at the meeting.

RPV FACILITIES

- Please note that the RPV Facilities is available to:
 - (i) **Individual members;**
 - (ii) **Proxy holders;**
 - (iii) **Corporate shareholders;**
 - (iv) **Authorised Nominees; and**
 - (v) **Exempt Authorised Nominees**

(“The Participant(s)”)
- Participants are entitled to attend, speak (in the form of real-time submission of typed texts) and vote remotely at the 22nd AGM using RPV Facilities at www.metramanagement.com.my (Domain Registration No. D1A403946) (“Metra Portal”).

ADMINISTRATIVE GUIDE

FOR THE TWENTY SECOND ANNUAL GENERAL MEETING (“22ND AGM”) OF WCE HOLDINGS BERHAD (CONT'D)

RPV FACILITIES (CONT'D)

3. Participants may submit their questions, if any, to the Board of Directors (“Board”) before the 22nd AGM via emails to the Company Secretary, Mr. Raw Koon Beng at rawkb@wcehb.com.my no later than 5.30 p.m. on Monday, 28 August 2023. 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 22nd AGM, the answers will be emailed to the Participants at the earliest possible time after the meeting has ended.

4. Members/proxies/corporate representatives/attorneys who wish to participate in the 22nd AGM remotely using the RPV Facilities, are to read and follow the procedures below:-

	Procedure	Action
	Before the 22nd AGM day	
(i)	Register as a user Note: If you are already a user with Metra Portal, you are not required to register again.	<ul style="list-style-type: none"> • Access website at 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 & Conditions 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.
	On the day of 22nd AGM	
(ii)	Login to : www.metramanagement.com.my (Domain Registration No. D1A403946)	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the AGM at any time from 2.00 p.m. i.e. 30 minutes before the commencement of the AGM on Wednesday, 30 August 2023 at 2.30 p.m. • If you have forgotten your password, you can reset it by clicking “Forget Password”.

ADMINISTRATIVE GUIDE

FOR THE TWENTY SECOND ANNUAL GENERAL MEETING (“22ND AGM”)
OF WCE HOLDINGS BERHAD (CONT'D)

RPV FACILITIES (CONT'D)

4. Members/proxies/corporate representatives/attorneys who wish to participate in the 22nd AGM remotely using the RPV Facilities, are to read and follow the procedures below:- (Cont'd)

	Procedure	Action
	On the day of 22nd AGM (Cont'd)	
(iii)	Participate through Live Streaming	<ul style="list-style-type: none">• Select the “Virtual Meeting” from main menu.• Click the “Join Meeting” to join the live video streaming.• If you have any question for the Chairman/Board, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question. The Chairman/Board will endeavour to respond to questions submitted by you during the 22nd AGM. If there is time constraint, the responses will be emailed to you at the earliest possible after meeting.• If you are using a smartphone to participate in the 22nd AGM, please download Zoom Cloud Meetings App from the Google Play Store or Apple Store before the 22nd 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 at the 22nd AGM.• The voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman at the 22nd AGM.• 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	<ul style="list-style-type: none">• The RPV Facilities will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 22nd AGM.

HELPLINE CONTACT

In the event that you encounter any issues with the online registration, connection to the live stream meeting or online voting, kindly call Metra Management at 010-5265490 or email to corporate@mweh.com.my for assistance.

NO LUNCH PACK & DOOR GIFT

There will be **NO DISTRIBUTION** of food packs, door gifts or e-vouchers during the 22nd AGM.

ADMINISTRATIVE GUIDE

FOR THE TWENTY SECOND ANNUAL GENERAL MEETING (“22ND AGM”) OF WCE HOLDINGS BERHAD (CONT'D)

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 22nd 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 23 August 2023. Only a depositor whose name appears on the Record of Depositors as at 23 August 2023 shall be eligible to attend the said meeting remotely or appoint.

PROXY

Since the 22nd AGM will be conducted via virtual meeting, members who are unable to attend the 22nd AGM may appoint a proxy or up to 2 proxies to attend, participate and vote remotely on their behalf by completing and indicating the voting instruction in the Form of Proxy which is available at www.metramanagement.com.my (Domain Registration No. D1A403946).

The appointment of a proxy may be made in 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 22nd AGM or adjourned meeting thereof at which the person named in the appointment proposes to vote:

(i) In hard copy form

The 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 means via email

The proxy form must be received via email at Shirleen.Wong@my.tricorglobal.com and/or Kar.Mun.Thong@my.tricorglobal.com and/or Shirley.Fong@my.tricorglobal.com.

(iii) By electronic form means via online

The proxy form appointment must be made electronically via Metra Portal website at www.metramanagement.com.my (Domain Registration No. D1A403946). Kindly refer to the Procedure for Electronic Submission of Proxy Form in the Administrative Guide for the AGM as set out in Annexure.

For options (ii) and (iii), the Company may request any member to deposit original executed proxy form to its registered office before or on the day of meeting for verification purpose.

REGISTRATION OF PROXY

Members who have appointed proxies or attorneys or corporate representatives to participate in the 22nd 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 (Domain Registration No. D1A403946) prior to the 22nd AGM.

ADMINISTRATIVE GUIDE

FOR THE TWENTY SECOND ANNUAL GENERAL MEETING (“22ND AGM”)
OF WCE HOLDINGS BERHAD (CONT'D)

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 22nd AGM of the Company shall be put to vote by way of a poll. The Company has appointed Metra Management 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.

Members can proceed to vote remotely through the RPV Facilities once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Kindly refer to the above item 4(iv) for guidance on how to vote remotely at the Metra Portal at www.metramanagement.com.my (Domain Registration No. D1A403946).

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 the resolutions will be announced at the 22nd AGM and on Bursa Malaysia website at www.bursamalaysia.com.

RECORDING OR PHOTOGRAPHY

Strictly **NO** recording or photography of the proceedings of the 22nd AGM is allowed.

ENQUIRY

If you have any enquiry prior to the virtual meeting, please contact our Share Registrar during office hours from 8.30 a.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
Fax Number : 03-2698 0313
Email : corporate@mweh.com.my

ADMINISTRATIVE GUIDE

FOR THE TWENTY SECOND ANNUAL GENERAL MEETING (“22ND AGM”)
OF WCE HOLDINGS BERHAD (CONT'D)

ANNEXURE

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

Dear Shareholders,

We are pleased to inform that you have the option to submit proxy forms by electronic means through Metra Portal at www.metramanagement.com.my (Domain Registration No. D1A403946)(“**E-Proxy**”).

To submit the E-Proxy form via Metra Portal, kindly read and follow the guidance notes set out below:

1. Sign up as a user at www.metramanagement.com.my (Domain Registration No. D1A403946)
 - 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 (front and back) or Passport.
 - Read and agree to 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.
 - Your registration will be verified and approved by Metra Management. Once approved, an email notification will be sent to you.
 - If you are already an existing user with Metra Portal, you are not required to register again.
2. Proceed with submission of E-Proxy form
 - After the announcement of the Notice of the Meeting has been made by the Company, you may login to Metra Portal with your user name (i.e. email address) and password.
 - Click “E-PROXY LODGEMENT” and select “WCE HOLDINGS BERHAD” 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 acknowledge of E-Proxy form submission.

Should you need assistance on your E-proxy form submission, please contact our Share Registrar during office hours from 8.30 a.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