

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

PROLEXUS BERHAD – 30th Annual General Meeting

Date	: Friday, 30 December 2022
Time	: 10:00 a.m.
Broadcast venue	: Unit 702, Level 7, Tropicana Gardens Office Tower, No. 2A, Persiaran Surian, 47810 Petaling Jaya, Selangor
Virtual meeting accessible at	: Remote Participation and Voting (“ RPV ”) Facilities provided by Agmo Digital Solutions Sdn Bhd via its Vote2U online website at https://web.vote2u.my
Domain Registration Numbers with MYNIC	: D6A471702

In light of the COVID-19 outbreak and as part of the safety measures, the Annual General Meeting (“**AGM**”) will be held virtually and online through remote voting using the RPV.

We strongly encourage our shareholders whose names appear on the Record of Depositors as at 19 December 2022 and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM. In line with the Practice 12.3 of the Malaysian Code on Corporate Governance, this virtual AGM will facilitate greater shareholder’s participation (including posting questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the AGM 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 RPV provided by Agmo Digital Solutions Sdn Bhd (“**AGMO**”) via its **Vote2U Online** website at <https://web.vote2u.my>.

PROCEDURES TO PARTICIPATE IN THE RPV

Please follow the procedure to participate in the RPV as summarised below:

BEFORE AGM DAY

A: REGISTRATION

Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U Online	The registration will open from the day of notice (Wednesday, 30 November 2022) a. Access the website at https://web.vote2u.my . b. Click “ Sign Up ” to sign up as a user. c. Read the ‘Privacy Policy’ and ‘Terms & Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ in a small box <input type="checkbox"/> . Then click “ Next ”.

		<p>d. *Fill in your details (note: create your password). Then click “Continue”.</p> <p>e. Upload a softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</p> <p>f. Click “Submit” to complete the registration.</p> <p>g. Your registration will be verified, and an email notification will be sent to you. Please check your email.</p> <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address to ensure it is keyed in correctly. *Remember the password you have keyed in.</p>
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B: REGISTER PROXY

Individual Shareholder / Corporate Shareholder / Nominees Company

	Description	Procedure
i.	Submit Proxy Form in hardcopy	<p>The closing time to submit your hardcopy of the Proxy Form is at 10:00 a.m., Wednesday, 28 December 2022.</p> <p>a. *Fill in details on the hardcopy of the Proxy Form and ensure the following information is provided:</p> <ul style="list-style-type: none"> ○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the proxy ○ *Email address of the proxy <p>b. Submit/Deposit the hardcopy of the Proxy Form to Aldpro Corporate Services Sdn Bhd at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor.</p> <p><u>Note:</u> After verification, an email notification will be sent to the proxy and will be given a temporary password. The proxy could use the temporary password to log in to Vote2U Online.</p> <p>*Check that the email address of the proxy is written down correctly.</p>

Shareholders who appoint a proxy(ies) to participate in the virtual AGM must ensure that the hardcopy of the Proxy Form is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote, and in default, the instrument of proxy shall not be treated as valid.

ON AGM DAY

A: WATCH LIVE STREAMING

Individual Shareholders & Proxies

	Description	Procedures
i.	Log in to the virtual meeting portal - Vote2U Online & watch live streaming.	<p>The Vote2U Online portal will open for log in starting from 9:00 a.m., Friday, 30 December 2022, one (1) hour before the commencement of the AGM.</p> <ol style="list-style-type: none">Log in with your email and password.Select the General Meeting event (for example, "PROLEXUS 30th AGM").Check your details.Click the "Watch Live" button to view the live streaming.

B: ASK QUESTION

Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Questions during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ol style="list-style-type: none">Click the "Ask Question" button to post a question(s).Type in your question and click "Submit". <p>The Chairman / Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies during the AGM.</p>

C: VOTING REMOTELY

Individual Shareholders & Proxies

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none">Click "Confirm Details & Start Voting".To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click "Next" to continue voting for all resolutions.To change your vote, click "Back" and select another voting choice.After you have completed voting, a voting summary page will show all the resolutions with your voting choices. Click "Confirm" to submit your vote. <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The poll administrator and independent scrutineers will be appointed to conduct the polling process and verify the poll results.

No Door Gift or e-Voucher or Food Voucher

There will be no door gift or e-voucher or food voucher given at the AGM.

Enquiry

- a. For enquiries relating to the general meeting, please contact the Company's **Share Registrar** during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone Number : 03-7890 0638

Email: admin@aldpro.com.my

- b. For enquiries relating to the RPV Facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact the Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone Number: 03-7664 8520 / 03-7664 8521

Email: vote2u@agmostudio.com