



**ABLEGROUP BERHAD**  
**Registration No. 200401015685 (654188-H)**  
(Incorporated in Malaysia)

**Administrative Guide for the Postponed 17th Annual General Meeting**

Date, Day and Time : 24 September 2021 (Friday) at 2.30 p.m.

Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn. Bhd. in Malaysia

Online Meeting Platform : TIIH Online website at <https://tiih.online>

**REMOTE PARTICIPATION AND VOTING FACILITIES**

1. The Postponed 17th Annual General Meeting (“Postponed 17<sup>th</sup> AGM” or “Meeting”) will be conducted on a fully virtual basis through the online meeting platform via TIIH Online website at <https://tiih.online> using the Remote Participation and Voting (“RPV”) facilities provided by the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) in Malaysia. The online meeting platform provided by Tricor in Malaysia can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016. Pursuant to the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, all meeting participants including the Chairman of the Meeting, board members, senior management and shareholders are to participate in the Meeting online.
2. Shareholders who intend to attend, speak (in the form of real time submission of typed texts) and vote remotely at the Postponed 17<sup>th</sup> AGM of the Company via the RPV Facilities provided by Tricor are required to register as a user with TIIH Online website at <https://tiih.online>. Please refer to this Guide for details and follow the procedures set out herein in order to register, participate, speak and vote remotely at the Meeting.
3. Shareholders may appoint proxy(ies) or authorised representative(s) to participate and vote remotely on his/her behalf at the Meeting. The shareholders, proxies or corporate representatives are required to register as a user with TIIH Online website at <https://tiih.online>. Please refer to this Guide for details and follow the procedures set out herein in order to register, speak and vote remotely at the Meeting.
4. Shareholders may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

**GENERAL MEETING RECORD OF DEPOSITORS**

5. In respect of deposited securities, only shareholders whose names appear in the General Meeting Record of Depositors as at 20 September 2021 shall be eligible to participate, speak and vote at the Meeting.

**PROCEDURES FOR REGISTRATION / RPV**

6. Shareholder(s) or proxy(ies) or corporate representative(s) who wish to participate at the Postponed 17<sup>th</sup> AGM remotely using the RPV Facilities are to follow the procedures as summarised below:

Before the Postponed 17 <sup>th</sup> AGM		
	Procedure	Action
(i)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your smart device or computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “<b>Sign Up</b>” button followed by select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(ii)	Submit your request to attend the Postponed 17 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Thursday, 2 September 2021 until the day of the Postponed 17<sup>th</sup> AGM on Friday, 24 September 2021. Shareholder(s) or proxy(ies) or corporate representative(s) are required to pre-register their attendance for the Postponed 17<sup>th</sup> AGM to ascertain their eligibility to participate the Postponed 17<sup>th</sup> AGM using the RPV Facilities.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>(Registration) AbleGroup Berhad Postponed 17<sup>th</sup> AGM.</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 20 September 2021, the system will send you an <b>e-mail after 22 September 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
On the Day of the Postponed 17 <sup>th</sup> AGM (Friday, 24 September 2021)		
	Procedure	Action
(i)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the Postponed 17<sup>th</sup> AGM at any time from 1.30 p.m. (i.e. 1 hour before the commencement of the Meeting at 2.30 p.m.)</li> </ul>

(ii)	Participate through live streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: <b>(Live Stream Meeting) AbleGroup Berhad Postponed 17<sup>th</sup> AGM</b> to join the proceedings of the Meeting remotely.</li> <li>• You may use the query box to submit your questions relating to the proposed resolutions tabled at the Meeting to the Company. The Company will endeavour to respond to the questions submitted during the Meeting. If there is time constraint, the responses will be e-mailed by the Company at the earliest possible after the Meeting.</li> </ul>
(iii)	Online remote voting	<ul style="list-style-type: none"> <li>• Voting session will commence from 2.30 p.m. on Friday, 24 September 2021 until such time when the Chairman announces the closure of the voting session.</li> <li>• Select the corporate event: <b>(Remote Voting) AbleGroup Berhad Postponed 17<sup>th</sup> AGM</b> or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(iv)	End of remote participation	<ul style="list-style-type: none"> <li>• The live streaming will end upon announcement by the Chairman of the conclusion of the Postponed 17<sup>th</sup> AGM.</li> </ul>

**Note to users of the RPV facilities:**

- (i) Should your registration for RPV be approved, the system will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of the Meeting will indicate your presence at the Meeting.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011- 40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE**

7. The appointment of proxy(ies) may be made via a hardcopy form or electronic means in the following manner and must be received by Tricor not less than forty-eight (48) hours before the time appointed for holding the Meeting, i.e. no later than Wednesday, 22 September 2021 at 2.30 p.m.:
  - (i) In hardcopy form

The original Form of Proxy duly completed and the power of attorney (if any) under which it is signed or a certified copy thereof must be deposited with Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala

Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) Electronically via TIIH Online

The following are the procedures to submit the Form of Proxy electronically via TIIH Online:

Procedure	Action
<b>i. Steps for individual shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your smart device or computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• Login with your user ID (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“AbleGroup Berhad Postponed 17<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide at his /her own discretion.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder to select <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and reset your own password.</li> </ul> <p>Note: <i>The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder</i></p>

	<i>electronic proxy submission. Please contact Tricor for clarifications on the user registration.</i>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: “<b>AbleGroup Berhad Postponed 17<sup>th</sup> AGM - Submission of Proxy Form</b>”</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for record.</li> </ul>

8. For a corporate member who has appointed an authorised representative to attend the Meeting, please deposit the **original** certificate of appointment of authorised representative with Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur no later than Wednesday, 22 September 2021 at 2.30 p.m..

#### **POLL VOTING**

9. In accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the Postponed 17<sup>th</sup> AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll voting electronically and an independent Scrutineer will be appointed to verify the poll results.
10. Shareholders can proceed to vote on the resolutions tabled at the Meeting any time from the commencement of the Meeting at 2.30 p.m. on 24 September 2021 before the end of the voting session which will be announced by the Chairman of the Meeting.
11. Poll results will be verified by the Scrutineers before announcement by the Chairman of the Meeting whether the resolutions are carried.

#### **SUBMISSION OF QUESTIONS**

12. Shareholders, proxies or corporate representatives may, before the Meeting, submit questions relating to the proposed resolutions tabled at the Meeting to the Company via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login and post the questions and submit electronically no later than Wednesday, 22 September 2021 at 2.30 p.m.. The Company will endeavor to respond to the questions submitted at the Meeting.

#### **NO DOOR GIFT OR MEAL VOUCHER**

13. There will be no distribution of door gifts or food vouchers as the Meeting is conducted on a fully virtual basis.

## DOWNLOAD OF DOCUMENTS

14. The following documents are available for downloading on the Company's website at <http://www.ablegroup.com.my/> and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under *Company Announcements*:

- (i) Notice of the Postponed 17<sup>th</sup> AGM;
- (ii) Form of Proxy for the Postponed 17<sup>th</sup> AGM;
- (iii) Annual Report 2020; and
- (iv) Circular to Shareholders in relation to Proposed Renewal of Existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature.

You may also request for a printed copy of the Annual Report 2020 at <https://tiah.online> by selecting "Request for Annual Report" under the "Investor Services".

## ENQUIRY

For any enquiries, please contact the following persons during office hours: -

### Tricor Investor & Issuing House Services Sdn Bhd

Unit 32-01, Level 32, Tower A, Vertical Business Suite  
Avenue 3, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur.

Tel: 03-2783 9299

Fax: 03-2783 9222

Contact person: Ms Nur Qaisara Naaila / 03-2783 9272

Pn. Nor Faeayzah / 03-2783 9274

Email: [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

### Personal Data Policy

By registering as a user with TIIH Online, the members, proxies or corporate representatives consent to the Company and/or its agents collecting, processing and using the personal data therein in accordance with the Personal Data Protection Act 2010.