



## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Twenty-Fourth ("24<sup>th</sup>") Annual General Meeting ("AGM") of Komarcorp Berhad will be conducted virtually at broadcast venue at Meeting Room TR12-R02, 12<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia on Thursday, 22 October 2020 at 10.00 a.m. for the following purposes:

### AGENDA

#### As Ordinary Business

- To receive the Audited Financial Statements for the financial year ended 30 April 2020 together with the Reports of the Directors and Auditors thereon. **(Please refer to Note 1 of the Explanatory Notes)**  
**Ordinary Resolution 1**
- To re-elect the following Director who is retiring under Clause 102 of the Constitution of the Company:  
a. Mr. Koh Chie Jooi  
**Ordinary Resolution 2**
- To re-elect the following Directors who are retiring under Clause 109 of the Constitution of the Company:  
a. YM Tengku Ezuan Ismara Bin Tengku Nun Ahmad  
b. Mr. Roy Ho Yew Kee  
c. Mr. Teh Foo Hock  
d. Mr. Koo Kien Keat  
**Ordinary Resolution 3**  
**Ordinary Resolution 4**  
**Ordinary Resolution 5**  
**Ordinary Resolution 6**
- To re-appoint Messrs. KC Chia & Noor as Auditors of the Company and to authorise the Directors to fix their remuneration.  
**Ordinary Resolution 7**

#### As Special Business

To consider and, if thought fit, to pass the following resolutions:

6. Proposed Amendment to the Company's Constitution ("Proposed Amendment")

"THAT the Proposed Amendment to Clause 56 of the Company's Constitution as set out below, be and is hereby approved:-

Clause No.	Existing Clause	Proposed Clause
56	Notwithstanding Clause 55 above and where there is still in effect a resolution approving the issuance of shares by the Company in accordance with the provisions of Section 76 of the Act, the Company may apply to the relevant stock exchanges on which its shares are listed for waiver of convening an Extraordinary General Meeting to obtain shareholders' approval for further issues of shares (other than bonus or rights issues) where the aggregate of shares issued in any one financial year (other than by way of bonus or rights) issue does not exceed ten per cent (10%) of the issued share capital.	Notwithstanding Clause 55 above and where there is still in effect a resolution approving the issuance of shares by the Company in accordance with the provisions of Section 76 of the Act, the Company may apply to the relevant stock exchanges on which its shares are listed for waiver of convening an Extraordinary General Meeting to obtain shareholders' approval for further issues of shares (other than bonus or rights issues) where the aggregate of shares issued in any one financial year (other than by way of bonus or rights) issue does not exceed such maximum limit allowed by Bursa Securities from time to time, of the issued share capital of the Company pursuant to the Listing Requirements.

**AND THAT** the Directors of the Company be and are hereby authorised to assent to any conditions, variations, modifications and/or amendments as may be required by any relevant authorities and to do all acts and things and take all such steps as may be considered necessary to give full effect to the Proposed Amendment for and on behalf of the Company." **Special Resolution**

7. Authority under Sections 75 and 76 of the Companies Act, 2016 ("Act") for the Directors to allot and issue shares

"THAT subject to the passing of the Special Resolution above, pursuant to Sections 75 and 76 of the Act, the Directors be and are hereby empowered to allot and issue shares in the Company, at any time, at such price, upon such terms and conditions, for such purpose and to such person or persons whomsoever as the Directors may in their absolute discretion deem fit provided that the aggregate number of shares to be issued does not exceed twenty per centum (20%) of the total issued shares/total number of voting shares of the Company (excluding treasury shares) at the time of issue and THAT the Directors be and are hereby also empowered to obtain the approval for the listing and quotation for the additional shares so issued on the Bursa Malaysia Securities Berhad ("Bursa Securities") and THAT such authority shall continue to be in force until the conclusion of the next AGM of the Company." **Ordinary Resolution 8**

8. Authority for Encik Ihsan Bin Ismail to continue in office as an Independent Non-Executive Director of the Company

"THAT approval be and is hereby given to Encik Ihsan Bin Ismail who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine (9) years, to continue to act as an Independent Non-Executive Director of the Company until the conclusion of the next AGM." **Ordinary Resolution 9**

9. Proposed Renewal of Authority for the Company to Purchase its own Ordinary Shares

"THAT subject to the Act, the Constitution of the Company, the Main Market Listing Requirements of Bursa Securities and the approvals of all relevant governmental and/or regulatory authorities (if any), the Company be and is hereby authorised to utilise an amount not exceeding the audited retained profits as at 30 April 2020 to purchase such amount of ordinary shares in the Company ("Proposed Renewal of Share Buy-Back Authority") as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company provided that the aggregate number of shares purchased and/or held pursuant to this resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company.

THAT an amount not exceeding the Company's retained profits be allocated by the Company for the Proposed Renewal of Share Buy-Back Authority.

THAT authority be and is hereby given to the Directors of the Company to decide at their absolute discretion to either retain the shares so purchased as treasury shares (as defined in Section 127 of the Act) and/or to cancel the shares so purchased and if retained as treasury shares, may resell the treasury shares and/or to distribute them as share dividend and/or subsequently cancel them.

THAT the authority conferred by this resolution will be effective immediately upon the passing of this resolution and will expire at:-

- the conclusion of the next AGM of the Company, at which time the said authority will lapse unless by an ordinary resolution passed at a general meeting of the Company, the authority is renewed, either unconditionally or subject to conditions;
  - the expiration of the period within which the next AGM of the Company is required by law to be held; or
  - revoked or varied by an ordinary resolution passed by the shareholders in a general meeting;
- whichever occurs first, but not so as to prejudice the completion of the purchase(s) by the Company before the aforesaid expiry date and in any event, in accordance with the provisions of the guidelines issued by Bursa Securities and/or any other relevant governmental and/or regulatory authorities (if any).

**AND THAT** the Directors of the Company be authorised to take all steps necessary to implement, complete and do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the Proposed Renewal of Share Buy-Back Authority as may be agreed or allowed by any relevant governmental and/or regulatory authority." **Ordinary Resolution 10**

10. Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("Proposed New Shareholders' Mandate")

"THAT approval be and is hereby given to the Company, to enter and give effect to the recurrent related party transactions of a revenue or trading nature (hereinafter to be referred to as "Recurrent Transactions") with the related party as stated in the Circular to Shareholders dated 28 August 2020 which are necessary for the Company's day-to-day operations subject further to the following:

- The Recurrent Transactions contemplated are in the ordinary course of business and on terms which are not more favourable to related party than those generally available to the public, and are not to the detriment of the minority shareholders;
- The approval is subject to annual renewal and shall only continue to be in force until:
  - the conclusion of the next AGM of the Company following the forthcoming AGM of the Company at which the Proposed New Shareholders' Mandate is approved, at which time it will lapse unless by a resolution passed at the AGM the mandate is again renewed;
  - the expiration of the period within which the next AGM of the Company after the date it is required to be held pursuant to Section 340(2) of the Act (but shall not extend to such extensions as may be allowed pursuant to Section 340(4) of the Act); or
  - revoked or varied by resolution passed by the shareholders in general meeting, whichever is the earlier; and
- the disclosure of value of the Recurrent Transactions conducted pursuant to the Proposed New Shareholders' Mandate in the Annual Report of the Company based on the following information:
  - the type of Recurrent Transactions entered into; and
  - the name of the related party involved in each type of the Recurrent Transactions entered into and their relationship with the Company.

**AND THAT** the Directors of the Company be and are hereby authorised to do all acts and things to give full effect to the Recurrent Transactions contemplated and/or authorised by this resolution, as the Directors of the Company, in their absolute discretion, deem fit." **Ordinary Resolution 11**

11. To transact any other business, of which due notice shall have been given.

BY ORDER OF THE BOARD

TAI YIT CHAN (MAICSA 7009143)  
SSM PC No.: 202008001023

TAI YUEN LING (LS 0008513)  
SSM PC No.: 202008001075

Company Secretaries  
Selangor Darul Ehsan

Date: 28 August 2020

### Notes:

(1) The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairman of the Meeting to be at the main venue of the meeting. **No shareholders/proxy(ies)** from the public will be physically present at the Broadcast venue.

Shareholders are to attend, speak and vote remotely at the 24<sup>th</sup> AGM using online Remote voting via Remote Participation and Electronic Voting facilities.

**Please read these Notes carefully and follow the procedures in the Administrative Guide on 24<sup>th</sup> AGM in order to participate remotely.**

- For the purpose of determining who shall be entitled to participate in this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company, the **Record of Depositors as at 15 October 2020**. Only a member whose name appears on this Record of Depositors shall be entitled to participate in this AGM.
- A member entitled to participate and vote at this meeting is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to participate in his/her place. A proxy may but need not be a member of the Company.
- A Member shall be entitled to appoint not more than two (2) proxies to attend and vote at the same meeting and the appointment shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- Where a member is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account") as defined under the Securities Industry (Central Depositories) Act, 1991, there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of Section 25A(1) of the Central Depositories Act.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or if the appointor is a corporation, either under its common seal or under the hand of an officer or attorney duly authorised in writing.
- The appointment of proxy may be made in a hard copy form or by electronic means, not less than forty-eight (48) hours before the time for holding the AGM or at any adjournment thereof, as follows:
  - In hard copy form**  
The original instrument appointing a proxy ("Proxy Form") must be deposited at the Company's Share Registrar's Office at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
  - By electronic means**  
The Proxy Form can also be lodged electronically with the Share Registrar of the Company through Boardroom Smart Investor Online Portal at [www.boardroomlimited.my](http://www.boardroomlimited.my) or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com). Please follow the procedures provided in the Administrative Guide for the AGM in order to deposit the Proxy Form electronically.
- If you have submitted your Proxy Form(s) and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before this meeting.
- Pursuant to paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Securities, all the resolutions set out in the notice of any general meeting will be put to vote by poll.

### EXPLANATORY NOTE:

- To receive the Audited Financial Statements**  
Agenda item no. 1 is meant for discussion only as the provision of Section 340 of the Act does not require a formal approval of shareholders for the Audited Financial Statements. Hence, this item on the Agenda is **not put forward for voting**.
- Special Resolution - Proposed Amendment to the Company's Constitution**  
The Proposed Amendment to the Company's Constitution under item 6 of the Agenda, if approved, will allow the Company to seek any increase in general mandate limit for new issue of securities to be granted by Bursa Securities and other regulatory bodies from time to time as well as provide more flexibility for the Company.
- Ordinary Resolution 8 - Authority under Sections 75 and 76 of the Act, for the Directors to allot and issue shares**  
The Ordinary Resolution 8 proposed under item 7 of the Agenda is a renewal of the general mandate for issuance of shares by the Company under Sections 75 and 76 of the Act. The mandate, if passed, will provide flexibility for the Company and empower the Directors to allot and issue new shares speedily in the Company up to an amount not exceeding in total twenty per centum (20%) of the total issued shares/ total number of voting shares of the Company capital (excluding treasury shares, if any) for such purpose as the Directors consider would be in the interest of the Company. This would eliminate any delay arising from and cost involved in convening a general meeting to obtain approval of the shareholders for such issuance of shares. This authority, unless revoked or varied by the Company at a general meeting, will expire at the next AGM.  
The authority will provide flexibility to the Company for any possible fund raising activities, including but not limited to further placing of shares, for purpose of funding investment project(s) and/or working capital.
- Ordinary Resolution 9 - Authority for Encik Ihsan Bin Ismail to continue in office as an Independent Non-Executive Director**  
Encik Ihsan Bin Ismail was appointed as an Independent Director on 1 January 2009. He has served the Company for more than nine (9) years. The Nomination Committee and the Board of Directors of the Company, after having assessed the independence of Encik Ihsan Bin Ismail, consider him to be independent based on amongst others, the following justifications and recommend that Encik Ihsan Bin Ismail be retained as an Independent Director of the Company:-
  - he fulfilled the criteria under the definition of Independent Director as stated in the Main Market Listing Requirements of Bursa Securities, and therefore was able to bring independent and objective judgment to the Board's deliberations;
  - his experience enable him to provide the Board with a diverse set of experience, expertise, skills and competence;
  - he has been with the Company for long and therefore understand the Company's business operations which enable him to participate actively and contribute during deliberations or discussions at Remuneration Committee, Nomination Committee, Audit Committee and Board meetings;
  - he has contributed sufficient time and efforts and attended all the Remuneration Committee, Nomination Committee, Audit Committee and Board meetings for informed and balanced decision making; and
  - he has exercised due care during his tenure as Independent Non-Executive Director of the Company and carried out his professional duties in the interest of the Company and shareholders.

**Ordinary Resolution 10 - Proposed Renewal of Authority for the Company to Purchase its own Ordinary Shares**  
The proposed Ordinary Resolution 10, if passed, will give the Directors of the Company authority to take all such steps as are necessary or expedient to implement, finalise, complete and/or to effect the purchase(s) of shares by the Company as the Directors may deem fit and expedient in the best interest of the Company. The authority will, unless revoked or varied by the Company in a general meeting, continue to be in force until the conclusion of the next AGM of the Company or the expiry of the period within which the next AGM of the Company is required by law to be held.

For further information on Ordinary Resolution 10, please refer to the Statements to Shareholders dated 28 August 2020 accompanying the Annual Report of the Company for the financial year ended 30 April 2020.

**Ordinary Resolution 11 - Proposed New Shareholders' Mandate**  
The Ordinary Resolution 11 proposed, if passed, will empower the Directors from the date of the 24<sup>th</sup> AGM, to deal with the related party transactions involving recurrent transactions of a revenue or trading nature which are necessary for the Company's day-to-day operations. These recurrent related party transactions are in the ordinary course of business and are on terms not more favourable to the related parties than those generally available to the public and not to the detriment of the minority shareholders.  
This authority is not revoked or varied at a general meeting, will expire at the next AGM of the Company and subject always to provision (b) of the resolution.

For further information on Ordinary Resolution 11, please refer to the Circular to Shareholders dated 28 August 2020 accompanying the Annual Report of the Company for the financial year ended 30 April 2020.

**Personal data privacy:**  
By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.



# ADMINISTRATIVE GUIDE FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING

Day and Date	: Thursday, 22 October 2020
Time	: 10:00 a.m.
Broadcast Venue	: Meeting Room TR12-R02, 12 <sup>th</sup> Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan
Meeting Platform	: <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>

## MODE OF MEETING

Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of the COVID-19, and in particular, the Government of Malaysia's official guidance for practising social distancing, the Twenty-Fourth ("24<sup>th</sup>") Annual General Meeting ("AGM") of the Company will be conducted entirely through live streaming from the broadcast venue via remote participation and electronic voting (collectively referred hereinafter as "**Virtual AGM**").

In line with the Malaysian Code on Corporate Governance Practice 12.3, conducting a virtual AGM would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

## BROADCAST VENUE

The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Shareholders or proxies are not allowed to be physically present at the broadcast venue as the venue is only meant to facilitate the conduct of the Virtual AGM.

## ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on **15 October 2020** (General Meeting Record of Depositors) shall be eligible to participate the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## FORM(S) OF PROXY

Shareholders are encouraged to go online, participate and vote at the AGM using remote participation and electronic voting facilities.

Shareholders who are unable to participate in our online AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy. Alternatively, you may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment.

Please take note that you must complete the Form(s) of Proxy for the AGM should you wish to appoint a proxy(ies).

## FORM(S) OF PROXY (CONT'D)

Please ensure that the original Form(s) of Proxy is deposited at our Share Registrar's office not less than forty-eight (48) hours before the time appointed for holding the meeting at the following address:-

### Boardroom Share Registrars Sdn. Bhd.

11<sup>th</sup> Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7890 4700

Alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 20 October 2020 at 10.00 a.m. For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

Electronic Lodgement of Form of Proxy		
Step		Action
1.	<b>Register Online with Boardroom Smart Investor Portal</b> <i>(for first time registration)</i>	[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2.]  a. Access website <a href="http://www.boardroomlimited.my">www.boardroomlimited.my</a> . b. Click <<Login>> and click <<Register>> to sign up as a user. c. Complete registration and upload softcopy of MyKad (front and back) or Passport. d. Please enter a valid email address and wait for Boardroom's email verification. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2.	<b>eProxy Lodgement</b>	a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> . b. Login with your User ID and Password given above. c. Go to " <b>E-PROXY LODGEMENT</b> " and browse the Meeting List for " <b>KOMARKCORP BERHAD 24<sup>th</sup> Virtual AGM</b> " and click " <b>APPLY</b> ". d. Read the terms & conditions and confirm the Declaration. e. Enter your CDS Account Number and indicate the number of securities. f. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies). g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes. h. Review and confirm your proxy(ies) appointment. i. Click submit.

If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.

## REVOCAION OF PROXY

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

## VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. ("Boardroom") as Poll Administrator to conduct the poll by way of electronic voting ("**e-voting**") and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.

During the AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

For the purposes of the Virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

## VOTING PROCEDURE (CONT'D)

There are three (3) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are as follows:-

- (i) Download the free Lumi AGM from Apple App Store or Google Play Store prior to the meeting; **OR**
- (ii) Use the QR Scanner Code given in the email received after successful registration; **OR**
- (iii) Navigate to the website URL <https://web.lumiagm.com/>.

Upon the conclusion of the poll session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

## REMOTE PARTICIPATION AND E-VOTING

Please note that the remote participation and e-voting is available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

You will be able to view a live webcast of the AGM proceeding, ask questions and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for login ID and password:-

Before the day of the AGM		
Step	Action	
1.	<b>Register Online with Boardroom Smart Investor Portal (for first time registration)</b>	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2.]</p> <ul style="list-style-type: none"> <li>a. Access website <a href="http://www.boardroomlimited.my">www.boardroomlimited.my</a>.</li> <li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>c. Complete registration and upload softcopy of MyKad (front and back) or Passport.</li> <li>d. Please enter a valid email address and wait for Boardroom's email verification.</li> <li>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ul>
2.	<b>Submit Request for Remote Participation User ID and Password</b>	<p>[Note: The registration for remote access will be opened on Tuesday, 1 September 2020.]</p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"> <li>a. Log in to <a href="http://www.boardroomlimited.my">www.boardroomlimited.my</a>.</li> <li>b. Select "Virtual Meeting" from main menu and select the correct Corporate Event "<b>KOMARKCORP BERHAD 24<sup>th</sup> Virtual AGM</b>".</li> <li>c. Read and agree to the Terms &amp; Conditions.</li> <li>d. Enter your CDS Account and thereafter submit your request.</li> </ul> <p><b>Corporate Shareholders</b></p> <ul style="list-style-type: none"> <li>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form(s) of Proxy to submit the request.</li> <li>b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.</li> </ul> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form(s) of Proxy to submit the request.</li> <li>b. Please provide a copy of Proxy Holder's MyKad (Front and Back) or Passport as well as his/her email address.</li> </ul> <ul style="list-style-type: none"> <li>✓ You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</li> <li>✓ Upon system verification against the General Meeting Record of Depositories as at 15 October 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>✓ You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.</li> <li>✓ Please note that the closing time to submit your request for remote participation User ID and Password is on <b>Tuesday, 20 October 2020 at 10:00 a.m.</b> (48 hours before the commencement of the AGM)</li> </ul>

## REMOTE PARTICIPATION AND E-VOTING (CONT'D)

Before the day of the AGM		
Step		Action
3.	<b>Login to Virtual Meeting Portal</b>	<p>[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]</p> <ol style="list-style-type: none"><li>The Virtual Meeting Portal will be opened for login starting an hour (1 hour) before the commencement of AGM on Thursday, 22 October 2020 at 10:00 a.m..</li><li>Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2 above).</li></ol>
4.	<b>Participate</b>	<p>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]</p> <ol style="list-style-type: none"><li>If you would like to view the live webcast, select the broadcast icon. </li><li>If you would like to ask a question during the AGM, select the messaging icon. </li><li>Type your message within the chat box, once completed click the send button.</li></ol>
5.	<b>Online Remote Voting</b>	<ol style="list-style-type: none"><li>Once voting has been opened, the polling page will appear with the resolutions and your voting choices.</li><li>To vote simply select your voting direction from the options provided.</li><li>To change your vote, simply select another voting direction.</li><li>If you wish to cancel your vote, please press "Cancel".</li></ol>
6.	<b>End of Remote Participation</b>	<ol style="list-style-type: none"><li>Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end.</li><li>You can now logout from Virtual Meeting Portal.</li></ol>

### NO VOUCHERS/DOOR GIFTS

There will be **NO VOUCHER(S) OR ANY DOOR GIFT(S)** for shareholders/proxies who participate in the AGM.

### PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

The shareholders may submit questions to the Company via e-mail to [enquiry@komark.com.my](mailto:enquiry@komark.com.my) prior to the AGM to transmit questions to Board of Directors. The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the AGM.

### RECORDING OR PHOTOGRAPHY AT THE AGM

Strictly no recording or photography of the AGM proceedings is allowed.

### ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours on Mondays to Fridays (except on public holidays):-

#### Boardroom Share Registrars Sdn. Bhd.

General Line : 603-7890 4700  
Fax No. : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

#### Komarkcorp Berhad

General Line : 603-9080 3333  
Fax No. : 603-9080 5233  
Email : [enquiry@komark.com.my](mailto:enquiry@komark.com.my)

### PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.