

## Administrative Details of the 16th Annual General Meeting ("16TH AGM")

<b>Date &amp; Time</b>	: <b>Tuesday, 30 March 2021 at 10:30 a.m.</b>
<b>Meeting Platform</b>	: <b><a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></b>
<b>Broadcast Venue</b>	: <b>Conference Room Lot 3844, Jalan TU 52 Kawasan Perindustrian Tasik Utama Ayer Keroh 75450 Melaka</b>
<b>Mode of Communication</b>	: <b>1. Shareholders may pose questions during live streaming at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a> 2. Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2020 commencing from 26 February 2021 and in any event no later than 10.30 a.m., Thursday, 25 March 2021 via Boardroom's website at <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using the same user ID and password provided in Step 2 below, and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").</b>

### A. FULLY VIRTUAL MEETING

1. In support of the Government of Malaysia's (the Government) ongoing efforts to contain the spread of the Coronavirus (COVID-19) and the Government's advice of social distancing and not having mass gatherings, the Company would like to leverage on technology advancement by conducting the 16th AGM of the Company on a **fully virtual basis through Remote Participation and Electronic Voting ("RPEV") facilities**
2. The main and only venue of the virtual Meeting as indicated above is strictly to serve as the broadcast venue where the chairman of the Meeting is physically present and **no shareholders/ proxies/ corporate representatives shall be physically present at the broadcast venue**. The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 which provides that the main venue of the AGM shall be in Malaysia and the chairman must be present at the main venue of the AGM. With the RPEV facilities, this will facilitate and enable all shareholders to participate fully in the proceedings by audio and/or video capabilities without the need to be physically present at the Meeting venue, which is advantageous given the current circumstances relating to COVID-19 and best health practices.
3. The Company will be using Boardroom's LUMI AGM solution which is available on the designated link at <https://web.lumiagm.com/>.

### B. GENERAL MEETING RECORDS OF DEPOSITOR

1. Only shareholders whose names appear in the General Meeting Record of Depositors as at 23 March 2021 shall be entitled to attend, speak and vote at the Meeting of the Company or appoint proxy(ies) on his/ her behalf.

### C. REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Shareholders are encouraged to go online, participate, and vote at the 16th AGM via remote participation. Please follow the steps listed in Note D below on how to request for login ID and password.
2. Please note that this option is available to (i) individual members; (ii) corporate shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.

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### D. REGISTRATION FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. If you choose to participate in the meeting online, you will be able to view a live webcast of the Meeting, ask the board questions and submit your votes in real time whilst the meeting is in progress.
2. Kindly follow the steps below on how to request for login ID and password.

#### **Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)**

*[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. Submit request for Remote Participation user ID and password.]*

- a. Access website <https://boardroomlimited.my>
- 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 in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

#### **Step 2 – Submit Request for Remote Participation User ID and Password**

*[Note: The registration for remote access will be opened on 26 February 2021.]*

##### **Individual Members**

- Login to <https://boardroomlimited.my> using your user ID and password above.
- Select “**VIRTUAL MEETING**” from main menu and select the correct Corporate Event “**VISDYNAMICS HOLDINGS BERHAD SIXTEENTH (16th) VIRTUAL ANNUAL GENERAL MEETING**”.
- Read and agree to the terms & conditions.
- Enter your CDS Account and thereafter submit your request.

##### **Corporate Shareholders**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Corporate shareholder must also provide a copy of Corporate Representative’s MyKad (Front and Back) in JPEG or PNG format as well as his/her email address.

##### **Authorised Nominee and Exempt Authorised Nominee**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
  - **Authorised nominee and exempt authorised nominee** must also provide a copy of the Proxy Holder’s MyKad (Front and Back) in JPEG or PNG format as well as his/her email address.
- a. You will receive a notification from Boardroom that your request has been received and is being verified.
  - b. Upon system verification against the AGM’s Record of Depositories, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
  - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
  - d. Please note that the closing time to submit your request is at 10:30 a.m. on 28 March 2021 (48 hours before the commencement of the 16TH AGM).

#### **Step 3 – Login to Virtual Meeting Portal**

*[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.]*

- a. The Virtual Meeting portal will be opened for login starting at 9:30 a.m. on 30 March 2021, one (1) hour before the commencement of the 16TH AGM.
- b. 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 (c) above)
- c. The steps will also guide you how to view live web cast, ask questions and vote.
- d. The live webcast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the 16TH AGM.
- e. Thereafter, you can logout from Virtual Meeting Portal.

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### E. APPOINTMENT OF PROXY

1. A Shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the 16TH AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instruction in the Form of Proxy.
2. You may download the Form of Proxy from the Company's website at <http://www.vis-dynamics.com/eng/index.php/investor-relations/agm>.
3. The Form of Proxy must be deposited at the office of the Share Registrars, at 11th Floor, Menara Symphony, No. 5, Jalan Prof.Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through the Boardroom Smart Investor Online Portal at <http://www.boardroomlimited.my/> which is free and available to all individual shareholders (in accordance with the step below) not less than forty-eight (48) hours before the time appointed for holding of the Meeting or at any adjournment thereof.

#### **Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)**

*[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. Submit request for Remote Participation user ID and password.]*

- a. Access website <https://boardroomlimited.my>
- 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 in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

#### **Step 2 – e-Proxy Lodgement**

- a. Login to <http://www.boardroomlimited.my/> using your email address and password to login.
- b. Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**VISDYNAMICS HOLDINGS BERHAD SIXTEENTH (16th) VIRTUAL ANNUAL GENERAL MEETING**" and click "**APPLY**".
- c. Read the Terms and Conditions and confirm the Declaration.
- d. Enter CDS account number and the total number of securities held.
- e. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- f. Indicate your voting instructions – For, Against, Abstain or otherwise your proxy(ies) will decide your vote.
- g. Review and confirm your proxy(ies) appointment.
- h. Click submit.
- i. Download or print the eProxy form acknowledgement.

4. If you wish to participate in the Meeting yourself, please do not submit any Form of Proxy for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.
5. If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the Meeting by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) forty-eight (48) hours before the Meeting. Your proxy(ies) on revocation would not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

### F. PROCEDURE OF THE 16TH AGM

1. The Login User Guide for participation, posing questions and voting at the 16TH AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed without the prior written permission of the Company.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the 16TH AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

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### G. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTION AT THE 16TH AGM

1. The participants will be able to view the Company’s presentation or slides via the live webcast.
2. The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 16TH AGM, as well as financial performance/prospect of the Company, to the extent where time permits. In the event the Board is unable to respond to your questions during the 16TH AGM, you may email your questions to [chek.hk@vis-dynamics.com](mailto:chek.hk@vis-dynamics.com) after the Meeting.

### H. VOTING PROCEDURE AT THE 16TH AGM

1. The voting will be conducted by poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting (e-Voting). The Company has also appointed TMF Global Services (Malaysia) Sdn. Bhd. as scrutineers to verify the poll results
2. During the Meeting, the Chairman will invite the Poll Administrator to brief on the e-Voting 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.
3. For the purposes of the 16TH AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
4. There are 2 methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:-
  - Use QR Scanner Code given to you in the email; OR
  - Go to the website with URL <https://web.lumiagm.com/>.
5. You may proceed to cast your votes on each of the proposed resolution to be tabled at the 16TH AGM 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.
6. The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. Scrutineers will announce the results thereafter, and the Chairman will declare whether the resolutions put to the vote were successfully carried or not.

### I. VOUCHERS / GIFTS

No vouchers or gifts will be given to the participants of the 16TH AGM.

### J. ANNUAL REPORT AND/OR SHARE BUY-BACK STATEMENT

The Annual Report 2020 and the Share Buy-Back Statement are available on Bursa Malaysia’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under company announcements of VisDynamics Holdings Berhad as well as the Company’s website at <http://www.vis-dynamics.com/eng/index.php/investor-relations/agm>.

### K. ENQUIRY

Should you have any enquiry prior to the Meeting or if you wish to request for technical assistance to participate the Meeting, please contact Boardroom during office hours:-

Help Desk  
Boardroom Share Registrars Sdn. Bhd.  
Tel: +603 7890 4700  
Fax: +603 7890 4670  
Email: [BRS.Helpdesk@boardroomlimited.com](mailto:BRS.Helpdesk@boardroomlimited.com)