

**ADMINISTRATIVE GUIDE FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING OF
KPOWER BERHAD
(FORMERLY KNOWN AS KUMPULAN POWERNET BERHAD)**

Date : Tuesday, 14 December 2021
Time : 3.00 p.m.
Broadcast Venue : Level 18, Plaza VADS, No.1, Jalan Tun Mohd Fuad, Taman Tun Dr Ismail,
60000 Kuala Lumpur

MODE OF MEETING

In view of the pro-longed COVID-19 outbreak and National Recover Plan (“**NRP**”) announced by the Government of Malaysia, the Twenty-Fourth Annual General Meeting (“**24th AGM**”) of the Company will be conducted on a virtual basis through live streaming from the Broadcast Venue and online remote voting. This is in line with the Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers revised by the Securities Commission Malaysia on 16 July 2021 (“**Revised Guidance Note and FAQ**”), including any amendment that may be made from time to time.

Pursuant to the Revised Guidance Note and FAQ, the mode of conducting a general meeting will be based on the respective phases under the NRP and the online meeting platform used to conduct the meeting can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 (“**the Act**”) provided that the online platform is located in Malaysia.

The Broadcast Venue 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 meeting. Shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 24th AGM in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, participate (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 24th AGM using RPV provided by One Capital Services Sdn. Bhd. (“**One Capital**” or “**Poll Administrator**”) via its <http://www.onecapital.com.my/>. Please refer to Procedures for RPV.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 24th AGM via RPV **must request his/her proxy(ies) or attorney or authorised representative to register himself/herself** for RPV via <http://www.onecapital.com.my/> or send an email to info@onecapital.com.my. Please refer to Procedures for RPV.

As the 24th AGM is a virtual AGM, shareholders who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate the 24th AGM remotely using RPV are to follow the requirements and procedures as summarised below:

1. Remote Participating and Voting

RPV will facilitate the convening of the meeting virtually and allow the participants to view a live webcast of the meeting, raise their questions (if any) to the Board of Directors and submit their votes in real time using RPV provided by One Capital:-

Step 1: Kindly follow the directions below to request for the login ID and password:

- (i) Shareholder to visit the website of One Capital at <http://www.onecapital.com.my/>, or send an email to info@onecapital.com.my, to submit the request for RPV access.
- (ii) Once a shareholder has emailed his/her request through One Capital's website or info@onecapital.com.my, a meeting invitation will be sent to the shareholder after verification is made against the Record of Depositors ("ROD") as at 7 December 2021.
- (iii) The shareholder need to click register panel of Webex Event invitation sent by the System Administrator via email.
- (iv) The shareholder will then be guided to provide his/her name, NRIC and CDS account number for registration purposes.
- (v) The shareholder will receive a successful registration confirmation with the login ID and password of the meeting, or a rejection of the registration, in the event of errors.

* *Please take note to submit your request for RPV access not later than **Sunday, 12 December 2021 at 3.00pm.***

Step 2: Log in to Virtual Meeting

Please note that the quality of the connectivity to Virtual Meeting for live webcast, 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 participants. Therefore, it is the members' responsibility to ensure that connectivity for the duration of the meeting is maintained.

The Virtual Meeting will be opened for log in starting an hour (1 hour) before the commencement of the AGM at 3.00 pm on 14 December 2021.

- (i) Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting.
- (ii) The steps will also guide you on how to view the live webcast, ask questions and vote.

- (iii) In the event you encounter any issues with the logging-in, kindly call One Capital at 03 77355770 or email to info@onecapital.com.my.
- (iv) The ROD shall be used to determine members of the Company who entitled to attend the 24th AGM or appoint proxies to attend and vote on their behalf at the meeting.
- (v) Members who are unable to participate in our virtual/ online 24th AGM can appoint another person or the Chairman of the meeting as his/ her proxy to vote on their behalf in accordance with their instruction in the Proxy Form.
- (vi) Members who appoint proxies to participate via RPV in the 24th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form to the Poll Administrator of the Company at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr Ismail, 60000 Kuala Lumpur or by fax to 03 7732 7997 or email to info@onecapital.com.my not later than **Sunday, 12 December 2021 at 3.00 p.m.**
- (vii) Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Poll Administrator of the Company at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr Ismail, 60000 Kuala Lumpur not later than **Sunday, 12 December 2021 at 3.00 p.m.**, to participate via RPV in the 24th AGM.
- (viii) Attorneys appointed by power of attorney are to deposit their power of attorney with the Poll Administrator of the Company not later than **Sunday, 12 December 2021 at 3.00 p.m.**, to participate via RPV in the 24th AGM.

2. Voting Procedure

- (i) Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements ("MMLR") of Bursa Malaysia Securities Berhad. The Company has appointed One Capital as Poll Administrator of the Company to conduct the poll by way of RPV.
- (ii) During the AGM, the Chairman will invite the Poll Administrator of the Company to hold a briefing on the RPV procedures. The voting session shall 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.
- (iii) For the purposes of this AGM, RPV will be carried out via smart mobile phones, tablets or personal computer/laptops.
- (iv) The members and proxies can use their personal devices to vote remotely by assessing the link that will be provided via email.
- (v) The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter and the Chairman will declare whether the result of the resolutions which put to vote.

In accordance with the Company's Constitution, Members are entitled to vote at the virtual AGM either personally or by proxy. The ROD shall be used to determine members of the Company who entitled

to attend the 24th AGM. Any eligible Voting Member who is unable to participate electronically is entitled to appoint another person, or the Chairman of the meeting, to vote in accordance with his/her voting instructions as indicated in the Proxy Form.

3. Participation Through Live Webcast, Question and Voting Via RPV

The Chairman and the Board of Directors will endeavour to respond to the questions submitted by Members which are related to the resolutions to be tabled at the AGM. Shareholders are reminded to cast their votes before the poll is closed.

4. Presentation at the RPV (recording or photography not allowed)

Members who participate at the Virtual AGM are able to view the Company's presentation, or slides, via the live web-streaming, if any. However, unauthorised recording and photography of the proceedings of the 24th AGM are strictly prohibited.

5. Communication Guidance

Shareholders are also reminded to check the Company's website and announcements for any latest development regarding the AGM.

6. Request for a Hardcopy of the 24th AGM Documents

We are now able to communicate with you electronically following amendments to the MMLR. Join us in our commitment to promote sustainable practices by viewing and/or downloading the following documents of the Company at <https://www.kpower.com.my/general-meeting/24th-annual-general-meeting>.

- Annual Report 2021
- Notice of the Annual General Meeting and Form of Proxy
- Corporate Governance Report 2021
- Administrative Guide
- Circular / statement to shareholders dated 29 October 2021 in relation to the following proposals:-

Part A : Proposed renewal of the existing shareholders' mandate and new shareholders' mandate for recurrent related party transactions of a revenue or trading nature

Part B : Statement to shareholders in relation to the proposed renewal of share buy-back authority for the purchase up to ten percent (10%) of the total number of issued shares of the Company

Should you require further assistance in locating the Annual Report 2021 softcopy on our website, kindly contact investor@kpower.com.my.

In an effort to reduce paper consumption, we urge shareholders to refer to the softcopy version of the Annual Report 2021. However, if you do require a printed copy, please complete the Requisition Form and mail it to us. A hardcopy of the report will be sent to you by mail upon receipt of your request. Alternatively, you may directly request for a printed copy from Tricor Investor & Issuing House Services Sdn. Bhd. whose contact details are listed below.

Phone : 03-2783 9299

Fax : 03-2783 9222

Email : is.enquiry@my.tricorglobal.com

ENQUIRY

If you have any enquiries regarding the above, please email to investor@kpower.com.my.

APPOINTMENT OF PROXY(IES) OR ATTORNEY(S) OR CORPORATE REPRESENTATIVE(S)

Members who appoint proxies to participate via RPV in the 24th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form to the Poll Administrator of the Company at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr. Ismail, 60000 Kuala Lumpur or by fax to 03 7732 7997 or email to info@onecapital.com.my not later than **Sunday, 12 December 2021 at 3.00 p.m.**

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Last date and time for lodging the proxy form is Sunday, 12 December 2021 at 3.00 p.m.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Poll Administrator of the Company at One Capital at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr Ismail, 60000 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the 24th AGM or adjourned general meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed an authorised representative, please deposit the ORIGINAL certificate of appointment of authorised representative with the Poll Administrator of the Company at One Capital at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr Ismail, 60000 Kuala Lumpur. The certificate of appointment of authorised representative should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via email to info@onecapital.com.my are summarised below:

The proxy form can be electronically lodged with the Poll Administrator of the Company via fax to 03 7732 7997 or email to info@onecapital.com.my (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Proxy Form.

POLL VOTING

The voting at the 24th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed One Capital Market Services Sdn Bhd as Poll Administrator of the Company to conduct the poll by way of electronic

voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from **3.00 p.m.** on **Sunday, 12 December 2021** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (2) of the above Procedures for guidance on how to vote remotely by assessing the link that will be provided by the Poll Administrator of the Company via email.

Upon completion of the voting session for the 24th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 24th AGM via email to info@onecapital.com.my no later than **Sunday, 12 December 2021 at 3.00 p.m.** The Board will endeavor to answer the questions received at the 24th AGM.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 24th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorized recording and photography are strictly prohibited at the 24th AGM

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

One Capital Market Services Sdn Bhd

General Line : 03 77355770
Fax Number : 03 7732 7997
Email : info@onecapital.com.my
Contact persons : Haresha Mohd Firdauz