



Registration No. 199701003731 (419227-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING

Date : 24 August 2022 (Wednesday)
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 COVID-19 outbreak and as part of the safety measures, the Extraordinary General Meeting (“**EGM**”) will be conducted on a fully virtual basis through live streaming from the Broadcast Venue and online remote voting.

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 be physically present 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 EGM using RPV provided by One Capital Market 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 EGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV via provided by One Capital via its <http://www.onecapital.com.my> or send an email to info@onecapital.com.my. Please refer to Procedures for RPV.

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

PROCEDURES FOR RPV

Please find below, the necessary steps to be undertaken to participate in the EGM virtually:

1. Remote Participating and Voting (“RPV”)

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 the said facility 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 whose name appears in the Record of Depositors (“ROD”) as at 17 August 2022 (“General Meeting ROD”).
- (iii) The shareholder needs to click on the 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 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 **Monday, 22 August 2022 at 3.00 p.m.***

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 EGM at 3.00 p.m. on 24 August 2022.

- (i) Follow the steps given to you in the email along with your remote access user ID and password to log in 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 General Meeting ROD shall be used to determine the members who are entitled to attend or appoint proxies to attend and vote on their behalf at the EGM of the Company.

- (v) Members who are unable to participate in our virtual/online EGM 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 EGM must ensure that the duly executed proxy forms are deposited in a hard copy form to the Poll Administrator of the Company, One Capital Market Services Sdn. Bhd. at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr. Ismail, 60000 Kuala Lumpur, Wilayah Persekutuan or Fax: 03 7732 7997 or email to info@onecapital.com.my not later than **Monday, 22 August 2022 at 3.00 p.m.**
- (vii) Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to One Capital not later than **Monday, 22 August 2022 at 3.00 p.m.**, to participate via RPV in the EGM.
- (viii) Attorneys appointed by power of attorney are to deposit their power of attorney with One Capital not later than **Monday, 22 August 2022 at 3.00 p.m.**, to participate via RPV in the EGM.

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 to conduct the poll by way of RPV.
- (ii) During the EGM, the Chairman will invite the Poll Administrator 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 EGM, 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 resolutions put to vote were successfully carried or not.

In accordance with the Company's Constitution, Members are entitled to vote at the online EGM either personally or by proxy, based on the General Meeting ROD. 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 EGM. 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 EGM 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 EGM are strictly prohibited.

5. Communication Guidance

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

6. Request for a Hardcopy of the Circular

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 these documents at <https://www.kpower.com.my/general-meeting/extraordinary-general-meeting-24-august-2022>.

- Notice of the Extraordinary General Meeting
- Proxy Form
- Administrative Guide
- Circular to shareholders in relation to the proposed change of name of the Company from "KPower Berhad" to "Reneuco Berhad" ("**Proposed Change of Name**")

Should you require further assistance in locating the Circular 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 Circular. 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 **Haresha binti Mohd Firdauz** or **Nur Atiqah binti Mohd Arif** of One Capital whose contact details are listed below.

Phone : (603) 7735 5770 Ext 5769 / 5786
Fax : (603) 7732 7997
Email : Haresha.Firdauz@onecapital.com.my / Atiqah.Arif@onecapital.com.my

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

Members who appoint proxies to participate via RPV in the EGM 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 **Monday, 22 August 2022 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 **Monday, 22 August 2022 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 EGM 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 EGM will be conducted by poll in accordance with Paragraph 8.29A of 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 electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions 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 EGM, 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 EGM via email to info@onecapital.com.my no later than **Monday, 22 August 2022 at 3.00 p.m.** The Board will endeavor to answer the questions received at the EGM.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the EGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the EGM.

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 - 7735 5770
Fax Number : 03 - 7732 7997
Email : info@onecapital.com.my
Contact person : Haresha Mohd Firdauz