



# ANALABS RESOURCES BERHAD

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## Administrative Details for the Twenty-Third Annual General Meeting (“23rd AGM”) of Analabs Resources Berhad

Day, Date and Time : **Thursday, 7 October 2021 at 11.00 a.m.**

Online Meeting Platform : <https://agm.digerati.com.my/analabs-online>

### PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (“COVID-19”)

- In line with the Government’s directive and SC Guidance Note above to curb the spread of COVID-19, the 23rd Annual General Meeting (“23rd AGM”) of Analabs Resources Berhad (“Analabs” or the “Company”) will be held entirely **through live streaming and online remote voting** via Remote Participation and Voting (“RPV”) facilities which are available on Digerati Technologies Sdn. Bhd.’s Online website at <https://agm.digerati.com.my/analabs-online>.
- The meeting platform of the AGM is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 and the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia which was revised on 16 July 2021. Shareholders/ proxy(ies) will not be allowed to attend the 23<sup>rd</sup> AGM in person on the day of the 23<sup>rd</sup> AGM of the Company. 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.

### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

- The RPV facilities are available on Digerati Technologies Sdn. Bhd.’s Online website at <https://agm.digerati.com.my/analabs-online>.
- 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.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 23<sup>rd</sup> AGM using the above RPV facilities.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

### REMOTE PARTICIPATION AND E-VOTING

Members/proxies/corporate representatives who wish to participate the 23<sup>rd</sup> AGM remotely using RPV must follow the following procedures:-

Step	Action	Procedure
A	To register as an user at: <a href="https://agm.digerati.com.my/analabs-online">https://agm.digerati.com.my/analabs-online</a>	<ul style="list-style-type: none"><li>• Complete the registration form.</li><li>• Upload your identity documents.</li><li>• Submit your registration form.</li><li>• You need to verify your email to complete the registration. (Please check your spam mailbox if you do not receive the email)</li><li>• You will receive an email upon successful or rejected registration.</li><li>• You may skip this step if you are already a registered user</li></ul>

B	To request for RPV	<ul style="list-style-type: none"> <li>● Login your registered account at <a href="https://agm.digerati.com.my/analabs-online">https://agm.digerati.com.my/analabs-online</a></li> <li>● Select “Analabs 23rd AGM”.</li> <li>● Read and agree to Terms &amp; Conditions then confirm the Declaration.</li> <li>● Complete and submit the request form.</li> <li>● You may appoint proxy(s) in the request form.</li> <li>● You may pose your question, if any, to the Chairman/Board in the request form.</li> <li>● Registrar will verify your request against the ROD after closing time. Closing time for request submission will be 48 hours prior to the meeting. No request will be entertained after closing time.</li> <li>● You and your proxy(s) will receive a notification email upon approval or rejection of RPV.</li> <li>● In the case of approval, below links will be attached in the email. <ol style="list-style-type: none"> <li>1. Broadcast link</li> <li>2. E-Poll Form link</li> </ol> </li> </ul>
C	On the day of AGM	<ul style="list-style-type: none"> <li>● Login your registered account at <a href="https://agm.digerati.com.my/analabs-online">https://agm.digerati.com.my/analabs-online</a></li> <li>● Access to Broadcast and E-Poll Form using the website or through email links</li> <li>● If you have any question for the Chairman/Board, you may use the Q&amp;A section to text your question. If time permits, the Chairman/Board will try to respond to those relevant questions relating to the businesses which are submitted by remote participants.</li> <li>● Submit your voting within a specific period of time once the Chairman announces that the voting is open.</li> <li>● Voting will be closed upon the expiry of the voting period.</li> <li>● Broadcast will be terminated upon the announcement of the poll result by the Chairman.</li> </ul>

#### **PRE-MEETING SUBMISSION OF QUESTIONS**

- The Board recognises that the 23<sup>rd</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 23<sup>rd</sup> AGM, shareholders may in advance, before the 23<sup>rd</sup> AGM, submit questions to the Board of Directors via <https://agm.digerati.com.my/analabs-online> to login, post your questions and submit it electronically no later than 5 October 2021 at 11.00 a.m. The Board of Directors will endeavor to address the questions received at the 23<sup>rd</sup> AGM.
  - (i) 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 +6016-9795956 for assistance or e-mail to [analabs\\_helpdesk@digerati.com.my](mailto:analabs_helpdesk@digerati.com.my) for assistance.

## **Entitlement to Participate and Appointment of Proxy**

- Only members whose names appear on the Record of Depositors as at 29 September 2021 shall be eligible to attend, speak and vote at the 23<sup>rd</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 23<sup>rd</sup> AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 23<sup>rd</sup> AGM yourself, please do not submit any Form of Proxy for the 23<sup>rd</sup> AGM. You will not be allowed to participate in the 23<sup>rd</sup> AGM together with a proxy appointed by you.
- Accordingly, the Form of Proxy and/or documents relating to the appointment of proxy/corporate representative/attorney for the 23<sup>rd</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than Tuesday, 5 October 2021 at 11.00 a.m:

(i) In Hard copy:

By hand or post to the registered office of the Company at Unit 621, 6<sup>th</sup> Floor, Block A, Kelana Centre Point, No 3 Jalan SS7/19, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan

(ii) By Electronic form:

You may deposit your Form of Proxy by electronic means through <https://agm.digerati.com.my/analabs-online> to log in and deposit your Form(s) of Proxy electronically, not less than forty-eight (48) hours before the Meeting.

## **Revocation of Proxy**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our 23<sup>rd</sup> AGM by yourself, please write in to [analabs\\_helpdesk@digerati.com.my](mailto:analabs_helpdesk@digerati.com.my) to revoke the earlier appointed proxy forty-eight (48) hours before the Meeting.

## **POLL VOTING**

- The voting at the 23<sup>rd</sup> AGM 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 Digerati Technologies Sdn. Bhd. as the Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Quantegic Services Sdn Bhd as Independent Scrutineer to verify and validate the poll results.
- Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from 11 a.m. on Thursday, 7 October 2021 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to "Procedures to Remote Participation and Voting via RPV Facilities" provided above for guidance on how to vote remotely.
- Upon completion of the voting session for the 23<sup>rd</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **NO DOOR GIFTS/FOOD VOUCHERS**

- There will be no distribution of door gifts or food vouchers for the 23<sup>rd</sup> AGM as the meeting will be conducted on a fully virtual basis.
- The Company would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

## **ENQUIRIES**

- If you need any assistance, kindly 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):

Digerati Technologies Sdn. Bhd.  
General Line : +6016-9795956  
Email : [analabs\\_helpdesk@digerati.com.my](mailto:analabs_helpdesk@digerati.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.