



**GFM SERVICES BERHAD**

[Registration No.: 201301003302 (1033141-H)]

(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE**

### **IN RESPECT OF THE EIGHTH ANNUAL GENERAL MEETING (“8<sup>TH</sup> AGM”) TO BE HELD VIA AN ONLINE PLATFORM**

<b>DATE:</b>  Thursday, 24 June 2021	<b>TIME:</b>  10.00 a.m.	<b>BROADCAST VENUE:</b>  Level 10, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia.
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#### **GENERAL MEETING RECORD OF DEPOSITORS**

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 16 June 2021 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the or appoint proxy(ies) to attend and/or vote on his(her) behalf.

#### **PROXY**

2. A member entitled to participate and vote remotely at the AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the AGM via Virtual Meeting Facilities on 24 June 2021, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing a proxy must be deposited at the Registered Office of the Company, HMC Corporate Services Sdn. Bhd. at Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia not less than twenty-four (24) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, **not later than Wednesday, 23 June 2021 at 10.00 a.m. The appointed proxy(ies) must register themselves via the Registration Link in Item 10 below.**

## POLL VOTING

5. The voting at the AGM will be conducted by poll in accordance with Clause 73 of the Constitution of the Company. The Company has appointed HMC CORPORATE SERVICES SDN. BHD. as Poll Administrator to conduct the poll by way of online voting and U SEARCH MANAGEMENT SERVICES as Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the AGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The Online Voting link will be displayed in the Chat Box upon the commencement of the meeting. The QR Code for the Online Voting will also display on the screen upon the commencement of the meeting. Upon completion of the voting session for the AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the AGM using the Virtual Meeting Facilities. Please refer to Item 10 on the registration link.
8. **For the appointed Corporate Representatives representing the Corporate Shareholders, please register yourself via the Registration Link** provided below to provide the following documents to HMC Corporate Services Sdn. Bhd. **not later than Wednesday, 23 June 2021 at 10.00 a.m.**
  - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
  - (b) Corporate Representative's e-mail address and hand-phone number.
9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the AGM via the Virtual Meeting Facilities, please submit the duly executed proxy form to HMC Corporate Services Sdn. Bhd. **not later than Wednesday, 23 June 2021 at 10.00 a.m.** and **register yourself via the Registration Link below.**
10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting Facilities:-

<b>BEFORE THE AGM</b>		
(a)	REGISTRATION	<ul style="list-style-type: none"><li>• Please click on the following link to register yourself as Shareholder / Proxy / Corporate Representative / Beneficiary Owner of an Exempt Nominee for verification of attendance purpose.  Registration Link: <a href="https://bit.ly/3uJiTe3">https://bit.ly/3uJiTe3</a></li></ul>
(b)	CONFIRMATION ATTENDANCE	<ul style="list-style-type: none"><li>• Upon verification, the participation link will be sent to you via email.</li></ul>

(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> <li>You may submit any questions online by scanning the QR Code below or via <a href="https://bit.ly/3bLxAok">https://bit.ly/3bLxAok</a> and to submit your questions accordingly:-</li> </ul> 
<b>ON THE AGM DAY</b>		
(d)	PARTICIPATION	<ul style="list-style-type: none"> <li>To participate in the meeting, click on the participation link which was provided to you via email, at least 15 minutes before the commencement of meeting at 10.00 a.m. on 24 June 2021.</li> <li>If you have any questions to be raised during the meeting, you may submit it by using the Q&amp;A box.</li> <li>The Chairman/Board of Directors will address the questions submitted prior or during the meeting accordingly.</li> </ul>
(e)	ONLINE VOTING	<ul style="list-style-type: none"> <li>Upon the commencement of the meeting, the link to the online voting will be displayed in the Chat Box of the Virtual Meeting Room.</li> <li>Members or proxies may commence voting from 10.00 a.m. on 24 June 2021 until such time when the Chairman announces the closing of the voting session.</li> <li>After the counting of votes, the Chairman will announce the poll results.</li> </ul>
(f)	CLOSURE	The AGM will be closed upon the announcement by the Chairman.

**NO DOOR GIFT**

There will be no distribution of door gifts for the participation of the AGM.

**NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the AGM.

## **ENQUIRY**

If you have any enquiry or require any assistance before or during the AGM, please contact the following during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):-

**HMC CORPORATE SERVICES SDN. BHD.**

**[Registration No.: 198201003810 (83556-P)]**

Level 2, Tower 1, Avenue 5,

Bangsar South City,

59200 Kuala Lumpur.

Tel : 603-2241 5800

Mobile/WhatsApp: 017-388 3989

Fax : 603-2282 5022

Email : [office365support@hmc.my](mailto:office365support@hmc.my)

Contact Person: HMC Virtual Meeting Administrator