



## KECK SENG (MALAYSIA) BERHAD

Registration No.: 196801000565 (8157-D)  
(Incorporated in Malaysia)

### Registered Office:

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## ADMINISTRATIVE GUIDE

### 51<sup>ST</sup> ANNUAL GENERAL MEETING OF KECK SENG (MALAYSIA) BERHAD

**Date** : Tuesday, 22 June 2021  
**Time** : 10.00 a.m.  
**Broadcast Venue** : Conference Room, Suite 15-01, 15<sup>th</sup> Floor, Menara Keck Seng, 203 Jalan Bukit Bintang, 55100 Kuala Lumpur, Malaysia

### MODE OF MEETING

As part of the measures taken by Keck Seng (Malaysia) Berhad ("Keck Seng" or the "Company") to curb the spread of COVID-19 and taking into consideration the paramount safety and well-being of the members of the Company, the 51<sup>st</sup> Annual General Meeting ("51<sup>st</sup> AGM") of the Company will be held as a fully virtual meeting via live streaming and online remote voting from the Broadcast Venue above. This is also in line with the revised Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 5 May 2021 (including any amendments that may be made from time to time) ("Guidance Note").

In line with the Government's directive and SC Guidance Note above to curb the spread of COVID-19, the 51<sup>st</sup> Annual General Meeting ("51<sup>st</sup> AGM") of Keck Seng will be conducted **FULLY VIRTUAL** via Remote Participation and Voting facilities ("RPV") provided by Tricor Investor & Issuing House Services Sdn Bhd's ("Share Registrar", "Tricor" or "TIIH") **TIIH Online** website at <https://tiih.online>.

The Broadcast Venue of the 51<sup>st</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note which require the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives/attorneys **WILL NOT BE ALLOWED** to attend the 51<sup>st</sup> AGM in person at the Broadcast Venue on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 51<sup>st</sup> AGM using RPV provided by Tricor via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 51<sup>st</sup> AGM must ensure that the duly executed Proxy Form are deposited in a hard copy form to the Share Registrar's Office or by electronic means to Tricor no later than **Sunday, 20 June 2021 at 10.00 a.m.**

Corporate representatives of corporate members must deposit their **original or duly certified** certificate of appointment of corporate representative to Share Registrar's Office not later than **Sunday, 20 June 2021 at 10.00 a.m.** to participate the 51<sup>st</sup> AGM via RPV.

Attorneys appointed by power of attorney are to deposit their power of attorney with Share Registrar's Office not later than **Sunday, 20 June 2021 at 10.00 a.m.** to participate the 51<sup>st</sup> AGM via RPV.

**A member who has appointed a proxy or attorney or authorised representative to participate at this 51<sup>st</sup> AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 51<sup>st</sup> AGM of Keck Seng is a fully virtual AGM, members who are unable to participate in this 51<sup>st</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

## PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate the 51<sup>st</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend 51 <sup>st</sup> AGM remotely	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. Friday, 21 May 2021 until the day of 51<sup>st</sup> AGM, Tuesday, 22 June 2021.</b> Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV.</li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) KECK SENG 51ST AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>11 June 2021</b>, the system will send you an <b>e-mail after 20 June 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>ON THE AGM DAY (22 JUNE 2021)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 51<sup>st</sup> AGM at any time from <b>9.00 a.m.</b> i.e. one (1) hour before the commencement of the 51<sup>st</sup> AGM on <b>Tuesday, 22 June 2021 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) KECK SENG 51ST AGM</b>” to engage in the proceedings of the 51<sup>st</sup> AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 51<sup>st</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 10.00 a.m. on Tuesday, 22 June 2021</b> until a time when the Chairman announces the completion of the voting session of the 51<sup>st</sup> AGM.</li> <li>Select the corporate event:</li> </ul>

		<p><b>(REMOTE VOTING) KECK SENG 51ST AGM</b> or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</p> <ul style="list-style-type: none"> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 51<sup>st</sup> AGM, the live streaming will end.</li> </ul>

#### Note to users of the RPV:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. 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.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

#### PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions to the Board prior to the 51<sup>st</sup> AGM via Tricor’s **TIIH Online** website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Sunday, 20 June 2021 at 10.00 a.m.** The Board will endeavour to answer the questions received at the 51<sup>st</sup> AGM.

#### ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **11 June 2021** shall be entitled to attend, speak and vote at the 51<sup>st</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

#### APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

The 51<sup>st</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 22 June 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

Accordingly, Proxy Form and/or document relating to the appointment of proxy/corporate representative/attorney for the 51<sup>st</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 20 June 2021 at 10.00 a.m.:**

##### (i) In Hard Copy:

By hand or post to the Share Registrar’s Office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the 51<sup>st</sup> AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

(ii) By Electronic Form:

All members can have the option to submit Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select <b>“Create Account by Individual Holder”</b>. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>“KECK SENG 51ST AGM – Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional member selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate event: <b>“KECK SENG 51ST AGM – Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## POLL VOTING

The Voting at the 51<sup>st</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

Members can proceed to vote on the resolutions at any time from the commencement of the 51<sup>st</sup> AGM at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to the note above, "Procedures for RPV" for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 51<sup>st</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman to declare whether the resolutions are duly passed.

## ANNUAL REPORT 2020

The Company's Annual Report 2020 is available at the Company's website at <https://my.keckseng.com/annualreport/AnnualReport2020.pdf>.

Should you require a printed copy of the Annual Report 2020, please request at our Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses give below.

We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 51<sup>st</sup> AGM since the meeting is being conducted on a fully virtual basis.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

## RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 51<sup>st</sup> AGM is allowed.

## 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):

### Share Registrar – Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

#### Contact Persons

- Mr. Jake Too : +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)
- Ms. Vivien Khoh : +603-2783 9091 / Email : [Vivien.Khoh@my.tricorglobal.com](mailto:Vivien.Khoh@my.tricorglobal.com)
- Mr. Alven Lai : +603-2783 9283 / Email : [Siew.Wai.Lai@my.tricorglobal.com](mailto:Siew.Wai.Lai@my.tricorglobal.com)