



ADMINISTRATIVE DETAILS FOR THE TWENTY-FIRST ANNUAL GENERAL MEETING (“21ST AGM”) OF NAIM HOLDINGS BERHAD

Date	:	Thursday, 25 May 2023
Venue	:	Naim Sapphire Condominium Homes, Function Hall, 3rd Floor, Jalan Lintang Selatan, Batu Lintang, 93200 Kuching, Sarawak
Time & Place of Registration	:	From 9.00 a.m. until commencement of poll voting Naim Sapphire Condominium Homes, Function Hall, 3rd Floor, Jalan Lintang Selatan, Batu Lintang, 93200 Kuching, Sarawak

1. OTHER IMPORTANT INFORMATION

If any of the members/proxies/corporate representatives (“**Persons**”) is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the 21st AGM.

Generally, any Persons who:

- feel unwell before the 21st AGM; or
- have been placed on quarantine orders or stay-at-home notices; or
- have a travel history to certain countries/regions in the specified period preceding the 21st AGM, as announced by the Ministry of Health, must not attend the 21st AGM in person, and instead are strongly encouraged to appoint the Chairman of this 21st AGM as their proxy to attend and vote on their behalf at the 21st AGM.

Any Persons attending the 21st AGM physically should wear a face mask in advance and throughout the 21st AGM and practice proper self-sanitisation, including the use of hand sanitisers.

2. CORPORATE MEMBERS

Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 21st AGM, must deposit their **original or duly certified certificate** of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. not later than **Tuesday, 23 May 2023 at 10:00 a.m.**

Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor Investor & Issuing House Services Sdn. Bhd. not later than **Tuesday, 23 May 2023 at 10:00 a.m.** to attend and vote at the 21st AGM.

If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 21st AGM, you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

3. **NO DOOR GIFT/FOOD VOUCHER**

There will be **no distribution/provision of door gifts or food vouchers** for the 21st AGM.

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

4. **GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only a depositor whose name appears on the **ROD as at 18 May 2023** shall be entitled to attend, speak and vote at the 21st AGM or appoint proxies/corporate representatives/attorneys to attend and/or vote on his/her behalf.

5. **PROXY**

If you are unable to attend the meeting on 25 May 2023, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.

You may also submit the Form of Proxy electronically via **TIIH Online** website at <https://tiih.online> no later than **Tuesday, 23 May 2023 at 10:00 a.m.** Please read and follow the procedures below to submit Form of Proxy electronically.

You may submit your Form of Proxy to Tricor Investor & Issuing House Services Sdn. Bhd. by e-mail to is.enquiry@my.tricorglobal.com. However, please ensure that the **Original Form of Proxy** is deposited with Tricor Investor & Issuing House Services Sdn. Bhd. 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 21st AGM or any adjournment thereof, otherwise the Form of Proxy shall be treated as invalid.

6. **ELECTRONIC LODGEMENT OF FORM OF PROXY**

The procedures to lodge your Form of Proxy electronically via Tricor’s **TIIH Online** website are summarised below:

Procedure	Action
i. Steps for Individual Members	
a. Register as a User with TIIH Online	<ul style="list-style-type: none">Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Select the “Sign Up” button and followed by “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again.
b. Proceed with submission of Form of Proxy	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.Select the corporate event: “Naim Holdings Berhad 21st AGM – Submission of Proxy Form”.Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy(s) appointment.Print Form of Proxy for your record.

ii. Steps for Corporation or Institutional Members

Procedure	Action
c. Register as a User with TIIH Online website	<ul style="list-style-type: none">• Access TIIH Online website at https://tiih.online.• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”.• Complete the registration form and upload the required documents.• Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days.• Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p>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 member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
d. Proceed with submission of Form of Proxy	<ul style="list-style-type: none">• Login to TIIH Online website at https://tiih.online.• Select the corporate exercise name: “Naim Holdings Berhad 21st AGM – Submission of Proxy Form”.• Agree to the Terms & Conditions and Declaration.• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.• Prepare the file for the appointment of proxies by inserting the required data.• Submit the duly completed proxy appointment file.• Select “Submit” to complete your submission.• Print the confirmation report of your submission for your record.

7. **POLL VOTING**

The Voting at the 21st AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

During this 21st AGM, the Poll Administrator will brief on the voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.

Upon completion of the voting session for the 21st AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolution is duly passed.

8. **REGISTRATION**

- a. Registration will start at 9.00 a.m. in **Naim Sapphire Condominium Homes, Function Hall, 3rd Floor, Jalan Lintang Selatan, Batu Lintang, 93200 Kuching, Sarawak.**
- b. Please present your original MyKad/passport to the registration staff for verification.
- c. Upon verification, you are required to write your name, mobile contact and sign the Attendance list placed on the registration table.
- d. No person will be allowed to register on behalf of another person even with the original MyKad/passport of the other person.

9. HELP DESK

Please proceed to the Help Desk for any clarification or queries apart from registration details.

The Help Desk will also handle revocation of proxy's appointment.

10. RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 21st AGM is allowed.

11. 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):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact Persons : Mr. Jia Jin : +603-2783 9246 Email : Jia.Jin.Lim@my.tricorglobal.com

: Ms. Siti Zalina : +603-2783 9247 Email : Siti.Zalina@my.tricorglobal.com

: Ms. Lay Kiow : +603-2783 9232 Email : Lay.Kiow.Lim@my.tricorglobal.com