

# ADMINISTRATIVE GUIDE

## ADMINISTRATIVE GUIDE FOR THE TWENTY-FIRST ANNUAL GENERAL MEETING (“21ST AGM”) OF WANG-ZHENG BERHAD (“WZB” OR THE “COMPANY”)

Date	:	Friday, 31 May 2024
Time	:	9.30 a.m.
Broadcast Venue	:	No. 1, Jalan Utarid U5/19, Section U5, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia
Meeting Platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC: D6A357657)
Mode of Communication	:	<p>(a) Pose questions to the Board of Directors of WZB (“<b>Board</b>”) via real time submission of typed texts at the meeting platform during live streaming of the 21st AGM.</p> <p>(b) Submit questions by logging into the Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> prior to the 21st AGM. You may submit questions relating to the agenda items of the 21st AGM in advance via Boardroom Smart Investor Portal (“<b>BSIP</b>”) at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> commencing from Tuesday, 30 April 2024 at 9.30 a.m. and in any event no later than Wednesday, 29 May 2024 at 9.30 a.m.</p> <p>(c) Submit questions prior to the 21st AGM via email to <a href="mailto:agm@wangzhengcorp.com">agm@wangzhengcorp.com</a> no later than Wednesday, 29 May 2024 at 9.30 a.m.</p>

### Dear Shareholders,

The Company continues to leverage on technology to facilitate meaningful engagement with its shareholders by conducting its 21st AGM on a virtual basis through live streaming from the Broadcast Venue via the Remote Participation and Electronic Voting Facilities (“**RPEV**”) provided by the Company’s Poll Administrator, Boardroom Share Registrars Sdn Bhd through its online meeting platform. The conduct of a fully virtual 21st AGM is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 and the Chairman of the meeting (“**Chairman**”) will be present at the Broadcast Venue of the meeting. Shareholders/Proxy(ies) are not allowed to be physically present and attend, participate, speak and vote at the 21st AGM in person at the Broadcast Venue on the day of the 21st AGM of the Company. With the RPEV facilities, you may exercise your right as a shareholder of the Company to attend, participate, speak (including the right to pose questions to the Board) and vote at the 21st AGM. Alternatively, you may also appoint the Chairman as your proxy to attend, participate, speak (in the form of real time submission of typed texts) and vote on your behalf at the 21st AGM.

### (1) Entitlement to Participate and Vote at the 21st AGM

In respect of deposited securities, only members whose names appear in the Record of Depositors as at Friday, 24 May 2024 shall be entitled to attend, participate, speak (in the form of real time submission of typed texts) and vote in the meeting or appoint proxy(ies) to attend, participate, speak (in the form of real time submission of typed texts) and vote on his/her behalf.

### (2) Proxy Form

If you are unable to attend the 21st AGM, you are encouraged to appoint a proxy or the Chairman as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original Proxy Form is deposited with Boardroom Share Registrars Sdn Bhd not less than 48 hours before the time appointed for holding the meeting. Details of Boardroom Share Registrars Sdn Bhd can be found in the enquiry section of this document.

Alternatively, you may deposit your Proxy Form by electronic means through the Boardroom Smart Investor Portal (“**BSIP**”) at <https://investor.boardroomlimited.com>. Kindly refer to item (5) below.

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### (3) Revocation of Proxy

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to attend, participate, speak (in the form of real time submission of typed texts) and vote at the 21st AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 48 hours before the 21st AGM.

### (4) Voting Procedures

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 21st AGM will be conducted by poll. The Company has appointed Boardroom Share Registrars Sdn Bhd as the Poll Administrators to conduct the poll by way of electronic voting (e-Voting) and Sky Corporate Services Sdn Bhd as the Independent Scrutineers to verify the poll results.

### (5) Virtual Meeting Facilities

Procedure	Action
<b>Before the day of the 21st AGM</b>	
1. Register online with BSIP (For first time registration only)	<p>[Note: If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none"> <li>Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up for a BSIP account</li> <li>Please select the correct account type, i.e. sign up as “<b>Shareholders</b>” or “<b>Corporate Shareholder</b>”.</li> <li>Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Shareholder, kindly upload the authorisation letter as well. Click “<b>Sign Up</b>”.</li> <li>You will receive an email from BSIP online for email address verification. Click “<b>Verify email address</b>” to proceed with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP online for verification of your mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. Click “<b>Enter</b>” to enter the OTP code to complete the process.</li> <li>An e-mail will be sent to you within 1 business day informing you on the approval of your BSIP account. You can login to BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the e-mail address and password that you have provided during the registration to proceed with the next step.</li> </ol> <p><b>*Check your email address is keyed in correctly.</b>  <b>*Remember the password you have keyed-in.</b></p>



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Procedure	Action
<b>Before the day of the 21st AGM</b>	
2.	<p>Submit request for remote participation User ID &amp; Password</p> <p>Registration for remote access will be opened on <b>Tuesday, 30 April 2024 at 9.30 a.m.</b> Please note that the closing time to submit your request is at <b>9.30 a.m. on Wednesday, 29 May 2024</b> (i.e. 48 hours before the commencement of the 21st AGM).</p> <p><b>Individual Shareholder</b></p> <ol style="list-style-type: none"> <li>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>b. Select “<b>WANG_ZHENG BERHAD 21ST ANNUAL GENERAL MEETING</b>” from the list of meeting events and click “<b>Enter</b>”.</li> <li>c. Go to “<b>VIRTUAL</b>” and click “<b>Register for RPEV</b>”.</li> <li>d. Read and accept the General Terms &amp; Conditions and click “<b>Next</b>”.</li> <li>e. Enter your central depository system (“CDS”) account number and thereafter submit your request.</li> <li>f. Upon system verification against the General Meeting Record of Depositors as at <b>Friday, 24 May 2024</b>, you will receive an email from Boardroom Share Registrars Sdn Bhd either approving or rejecting your registration for the remote participation.</li> <li>g. If your registration is approved, the RPEV credential will be provided to you via email.</li> <li>h. If your registration is rejected, a rejection note will be provided to you via email.</li> </ol>
3	<p>Registration by Proxies/ Corporate Representatives</p> <p>The closing time to submit your hardcopy Proxy Form is <b>Wednesday, 29 May 2024 at 9.30 a.m.</b></p> <ol style="list-style-type: none"> <li>a. To submit the request, Corporate Shareholders need to deposit the original hardcopy to Boardroom Share Registrars Sdn Bhd and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case maybe) to submit the request.</li> <li>b. Please provide a copy of corporate representative’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her *email address.</li> </ol> <p><b>*Check that the email address of the Proxy or Corporate Representative is written down correctly.</b></p>


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Procedure		Action
<b>Before the day of the 21st AGM</b>		
4	Nominee Company to submit Proxy Form	<p>a. Via BSIP:</p> <ul style="list-style-type: none"> <li>➤ Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>➤ Select “<b>WANG_ZHENG BERHAD 21ST ANNUAL GENERAL MEETING</b>” from the list of meeting events and click “<b>Enter</b>”.</li> <li>➤ Click on “<b>Submit eProxy Form</b>”.</li> <li>➤ Proceed to download the file format for “<b>Submission of Proxy Form</b>” from BSIP.</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>➤ Review and confirm your proxy appointment and click “<b>Submit</b>”.</li> <li>➤ Download or print the electronic Proxy Form (“<b>eProxy Form</b>”) as acknowledgement.</li> </ul>
		<p>b. Via Email:</p> <ul style="list-style-type: none"> <li>➤ To submit the request, the Authorised Nominee and Exempt Authorised Nominee needs to deposit the original hardcopy Proxy Form to Boardroom Share Registrars Sdn Bhd and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing softcopy of the Proxy Form(s), the name of shareholders and CDS account number.</li> <li>➤ Please provide a copy of the proxy holder’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her *email address.</li> </ul> <p><b>*Check that the email address of the Proxy or Corporate Representative is written down correctly.</b></p>
5	Email Notification	<p>a. You will receive notification(s) from Boardroom Share Registrars Sdn Bhd that your request(s) has been received and is/are being verified.</p> <p>b. After verification of your registration against the General Meeting Record of Depositors as at <b>Friday, 24 May 2024</b>, you will receive an email from Boardroom Share Registrars Sdn Bhd either approving or rejecting your registration for remote participation.</p> <p>c. If your registration is approved, you will also receive your remote access user ID and password in the same email after the closing date.</p> <p>d. Please note that the closing date and time to submit your request for remote participation user ID and password is on <b>Wednesday, 29 May 2024 at 9.30 a.m.</b> (i.e. 48 hours before the commencement of the 21st AGM).</p>

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Procedure	Action
<b>REGISTER A PROXY (E-PROXY FORM)</b>	
6	<p>Electronic lodgment of the e-Proxy Form</p> <p><b>eProxy Form Lodgement – Individual/Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>a. Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>b. Login using your user ID (registered email address) and password.</li> <li>c. Select “<b>WANG_ZHENG BERHAD 21ST ANNUAL GENERAL MEETING</b>” from the list of meeting events and click “<b>Enter</b>”.</li> <li>d. Click on “<b>Submit eProxy Form</b>”.</li> <li>e. Enter your CDS account number and indicate the number of securities.</li> <li>f. Appoint your proxy(ies) or the Chairman.</li> <li>g. Read and accept the General Terms and Conditions by clicking “<b>Next</b>”.</li> <li>h. Enter the required particulars of your proxy(ies).</li> <li>i. Indicate your voting instructions – “<b>FOR</b>” or “<b>AGAINST</b>” or “<b>ABSTAIN</b>”. If you wish to have your proxy(ies) act upon his/her discretion, please indicate “<b>DISCRETIONARY</b>”.</li> <li>j. Review and confirm your proxy(ies) appointment. Click “<b>Apply</b>”.</li> <li>k. Download or print the eProxy Form acknowledgement.</li> </ol> <p>Note: You need to register as a shareholder before you can register and submit the e-Proxy Form.</p>
<b>On the day of the 21st AGM</b>	
7	<p>Login to Meeting Platform</p> <ol style="list-style-type: none"> <li>a. The Virtual Meeting Platform will be open for login 1 hour before the scheduled commencement of the 21st AGM, which is from <b>8.30 a.m. on Friday, 31 May 2024</b>. <ul style="list-style-type: none"> <li>➤ Launch Lumi portal by scanning the QR code provided in the email notification; or</li> <li>➤ Access the Lumi portal via <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> </li> <li>b. Insert the Meeting ID number and sign in with the user ID and password provided to you via the email notification in Step 5 above.</li> </ol> <p>Note: The quality of the connectivity to the Virtual Meeting Platform for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users.</p>
8	<p>Participate through Live Streaming</p> <p>Note: Questions submitted online using typed text will be moderated before being sent to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy or corporate representative raising the question.</p> <ol style="list-style-type: none"> <li>a. If you would like to view the live webcast, select the broadcast icon. </li> <li>b. If you would like to ask a question during the 21st AGM, select the messaging icon. </li> <li>c. Type your message within the chat box. Once completed, click the send button.</li> </ol> <p>The Chairman/Board will endeavor to respond to questions submitted by remote shareholders, proxies and corporate representatives during the 21st AGM. Note: There shall not be two-way communication available at the meeting.</p>

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Procedure		Action
<b>On the day of the 21st AGM</b>		
9	Online Remote Voting	Once the Chairman announces the opening of remote voting: <ol style="list-style-type: none"> <li>The polling icon will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session. </li> <li>To vote, select your voting choice from the options provided. A confirmation message will appear to indicate that your vote has been received.</li> <li>To change your vote, re-select your voting option.</li> <li>If you wish to cancel your vote, please press “<b>Cancel</b>”.</li> </ol>
10.	End of participation	Upon the announcement by the Chairman on the closure of the 21st AGM, the live webcast will end.

### (6) **No Distribution of Gifts/Vouchers**

There will be no distribution of gifts or vouchers for shareholders/proxies who join or participate in the fully virtual 21st AGM.

### (7) **No Recording or Photography**

No recording or photography of the 21st AGM proceedings is allowed without the prior written permission of the Company.

### (8) **Enquiry**

If you have any enquiries prior to the 21st AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):

Boardroom Share Registrars Sdn Bhd  
11th Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan, Malaysia

General line: 603-7890 4700  
Fax number: 603-7890 4670  
Email: bsr.helpdesk@boardroomlimited.com

### **Personal Data Policy**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak (in the form of real time submission of typed texts) and vote at the 21st AGM, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 21st AGM and the preparation and compilation of the attendance lists, minutes and other documents relating to the 21st AGM, and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “**Purposes**”); (ii) warrants that where the member discloses the personal data of the member’s proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.