



AVILLION BERHAD
Registration No.199201013018 (244521-A)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE THIRTY-FIRST ANNUAL GENERAL MEETING (“31ST AGM”) TO BE HELD
VIA AN ONLINE PLATFORM (FULLY VIRTUAL AGM)**

DATE: Wednesday, 13 September 2023	TIME: 11.00 a.m.	FULLY VIRTUAL VIA ONLINE MEETING PLATFORM: https://rb.gy/1bfx1
---	--------------------------------	--

The 31st AGM will be convened as a Fully Virtual AGM and will be conducted in the manner as guided by the Securities Commission Malaysia’s (“SC”) Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the SC from time to time (“SC Guidance Note”). Pursuant to the SC Guidance Note and Section 327(2) of the Companies Act 2016, the Chairman of the 31st AGM and some essential personnel shall be present at the main venue (broadcast venue) of the meeting. Shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** physically present at the broadcast venue on the day of the 31st AGM. Instead, Shareholders shall register their attendance, participate and vote remotely at the 31st AGM using the Virtual Meeting Facilities.

GENERAL MEETING RECORD OF DEPOSITORS

1. Only shareholders whose names appear on the Record of Depositors on 6 September 2023 shall be eligible to participate, speak and vote at the 31st AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

PROXY

2. A shareholder entitled to participate and vote remotely at the 31st AGM using the Virtual Meeting Facilities is entitled to appoint proxy(ies) to participate and vote in his/her stead. 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 31st AGM via Virtual Meeting Facilities on 13 September 2023 at 11.00 a.m., 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 and/or copies of the Certificate of Appointment of Corporate Representative must be deposited at Acclime Corporate Services Sdn. Bhd., Level 5, Tower 8, Avenue 5, Horizon 2, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia, not less than twenty-four (24) hours before the time appointed for holding the meeting or adjourned meeting, i.e., no later than **12 September 2023 at 11.00 a.m.**

POLL VOTING

5. The voting at the 31st AGM will be conducted by poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Acclime Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the poll by way of online voting and ShareWorks Sdn Bhd as the Scrutineer to verify the poll results.
6. Shareholders can proceed to vote on the resolutions and submit their votes at any time from the commencement of the 31st AGM at 11.00 a.m. until the time for the closing of the voting session which will be announced by the Chairman at the meeting. The voting link for Online Voting will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 31st AGM, the Scrutineer will verify and announce the poll results followed by the Chairman's declaration on whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

7. We would like to invite the shareholders to participate and vote remotely at the 31st AGM using the Virtual Meeting Facilities. Please refer to item 10(a) for the Registration Link.
8. For appointed Corporate Representatives representing Corporate Shareholders, please register yourselves via the Registration Link below and provide the following documents to Acclime Corporate Services Sdn. Bhd. no later than **12 September 2023 at 11.00 a.m.** :
 - (a) Original certificate of appointment of Corporate Representative under the seal of the corporation; and
 - (b) Corporate Representative's e-mail address and handphone number.
9. For the beneficiary of shares registered under a Nominee Company's CDS account, he/she may request his/her Nominee Company to appoint him/her as proxy to participate and vote remotely at the 31st AGM via the Virtual Meeting Facilities. Please register yourselves via the Registration Link below and submit the duly executed proxy form to Acclime Corporate Services Sdn. Bhd. no later than **12 September 2023 at 11.00 a.m.**
10. Please follow the steps below to participate and vote via the Virtual Meeting Facilities:

BEFORE THE AGM		
(a)	REGISTRATION	<ul style="list-style-type: none"> Please click on the following link to register yourself as a Shareholder / Proxy / Corporate Representative / Beneficial Owner of an Exempt Nominee for verification of attendance purposes: <p>Registration Link: https://rb.gy/1bfx1</p>
(b)	CONFIRMATION OF ATTENDANCE	<ul style="list-style-type: none"> Upon verification, the Participation Link will be sent to you before the commencement of the meeting.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> You may submit your questions online by scanning the QR Code below or clicking on the following link: https://bit.ly/3PGWQ1h <div style="text-align: center;">  <p>AVILLION BERHAD Pre-AGM Question Submission Form</p> </div>
ON THE AGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> To participate in the meeting, click on the Participation Link which was provided to you via email, at least 10 minutes before the commencement of meeting at 11.00 a.m. on 13 September 2023. If you have any questions to be raised during the meeting, you may submit your questions by using the Q&A Box. The Chairman and the Board of Directors will endeavor to address the questions submitted prior or during the 31st AGM accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The voting link for Online Voting will be displayed in the Chat Box upon the commencement of the meeting. The QR Code for Online Voting will be displayed on the screen of the Virtual Meeting Room at the commencement of the voting session to be announced by the Chairman. Voting shall commence from 11.00 a.m. on 13 September 2023 until a time when the Chairman announces the closing of the voting session at the 31st AGM.
(f)	CLOSURE	<ul style="list-style-type: none"> The 31st AGM will be closed upon the announcement by the Chairman.

DISTRIBUTION OF E-VOUCHERS

11. E-vouchers will be emailed to all shareholders who attend the AGM via log-in using their registered email addresses.

NO RECORDING OR PHOTOGRAPHY

12. Unauthorised recording and photography are strictly prohibited at the AGM.

ENQUIRY

13. If you have any enquiry or require any assistance before or during the 31st AGM, please do not hesitate to contact the following during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

ACCLIME CORPORATE SERVICES SDN BHD

Registration No. 199901021060 (495960-D)

Level 5, Tower 8, Avenue 5, Horizon 2

Bangsar South City

59200 Kuala Lumpur

Wilayah Persekutuan Kuala Lumpur

Tel : 603-2280 6388

Mobile/WhatsApp : 016-602 7041

Fax : 603-2280 6399

Email : virtualsupport@acclime.com

Contact Person: Acclime Virtual Meeting Administrator