



**AVILLION BERHAD**

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

**ADMINISTRATIVE GUIDE**

**IN RESPECT OF THE THIRTY-SECOND ANNUAL GENERAL MEETING (“32<sup>nd</sup> AGM”) TO BE HELD  
VIA AN ONLINE PLATFORM (VIRTUAL AGM)**

<b>Meeting Day &amp; Date</b>	:	Thursday, 12 September 2024
<b>Time</b>	:	11.00 a.m.
<b>Online Meeting Platform</b>	:	<a href="http://www.swsb.com.my">www.swsb.com.my</a>
<b>Broadcast Venue</b>	:	Virtual basis through live streaming and online remote participation and voting from the Broadcast Venue at Boardroom, Level 9, Wisma YPR, No. 1, Lorong Kapar, Off Jalan Syed Putra, 58000 Kuala Lumpur, Wilayah Persekutuan (KL).

Dear valued shareholders of Avillion Berhad,

**Mode of Meeting**

- The Company will hold and conduct its 32<sup>nd</sup> AGM on a virtual basis through live streaming and online remote voting using RPV facilities.
- Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 32<sup>nd</sup> AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.
- The Broadcast Venue of the 32<sup>nd</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the 32<sup>nd</sup> AGM to be present at the main venue of the 32<sup>nd</sup> AGM.
- **NO** members or proxy(ies)/corporate representative(ies)/attorney(s) from the public shall be physically present at the Broadcast Venue on the day of the 32<sup>nd</sup> AGM.
- Kindly check the latest updates via announcements on Bursa Malaysia Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

# ADMINISTRATIVE GUIDE FOR THIRTY SECOND ANNUAL GENERAL MEETING (“32<sup>nd</sup> AGM”) (Cont'd)

## RPV Facility

1. Should you wish to attend the 32<sup>nd</sup> AGM, you are required to register yourself by using the RPV facilities in accordance with the instructions as set out under paragraph 6 below.

If a member is unable to participate in the online 32<sup>nd</sup> AGM, he/she/it is encouraged to appoint the Chairman of the 32<sup>nd</sup> AGM as his/her/its proxy(ies) and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

A member who wishes to appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote at the 32<sup>nd</sup> AGM via the RPV facilities must request his/her/its proxy(ies)/corporate representative(s)/attorney(s) to register himself/herself/themselves for the RPV facilities.

With the RPV facilities, you may exercise your rights as a member to attend, participate (including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company) and vote remotely at the 32<sup>nd</sup> AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV facilities to attend, participate and vote remotely at the 32<sup>nd</sup> AGM. Please refer to the details as set out below for information.
3. **Corporate Members** (through Corporate Representative(s) or appointed proxy(ies)) who wish to participate and vote remotely at the 32<sup>nd</sup> AGM must contact the poll administrator, **ShareWorks Sdn. Bhd.** (“**ShareWorks**”) with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 10 September 2024 at 11.00 a.m.:**
  - a. Certificate of Appointment of its Corporate Representative or Form of Proxy under the seal of the corporation or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Form of Proxy is not executed under the seal of the corporation, please attach a copy of that corporation’s constitution for verification;
  - b. Copy of the corporate representative’s or proxy’s identity card (MyKad) (front and back)/ Passport; and
  - c. Corporate representative’s or proxy’s email address and mobile phone number.
4. **Nominee Company Members** who wish to attend, participate and vote remotely at the 32<sup>nd</sup> AGM can request their Nominee Companies to appoint their proxy(ies) to attend, participate and vote remotely at the 32<sup>nd</sup> AGM. Please contact the poll administrator, **ShareWorks** with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 10 September 2024 at 11.00 a.m.:**
  - a. Form of Proxy under the seal of the Nominee Company or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Form of Proxy is not executed under the seal of the corporation, please attach a copy of that corporation’s constitution for verification;
  - b. Copy of the proxy’s identity card (MyKad) (front and back)/ Passport; and
  - c. Proxy’s email address and mobile phone number.
5. Member who is appointing attorney(s) instead of proxy(ies) to participate and vote remotely at the 32<sup>nd</sup> AGM must contact the poll administrator, **ShareWorks** with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 10 September 2024 at 11.00 a.m.:**
  - a. Power of Attorney which is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed;
  - b. Copy of the attorney’s identity card (MyKad) (front and back)/ Passport; and
  - c. Attorney’s email address and mobile phone number.

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6. The procedures for the RPV in respect of the live streaming and remote voting at the 32<sup>nd</sup> AGM are as follows:

Procedures		Action
<b>Before the 32<sup>nd</sup> AGM</b>		
(i)	Register as a user	<ul style="list-style-type: none"> <li>• If you have already registered an account at the website, you are not required to register again.</li> <li>• Access website <a href="http://www.swsb.com.my">www.swsb.com.my</a></li> <li>• Click “<b>Login</b>” and click “<b>Register</b>” to sign up as a user. The registration will be open from <b>11.00 a.m. on 1 August 2024</b> and close at <b>11.00 a.m. on 11 September 2024</b>.</li> <li>• Complete the registration process and upload softcopy of MyKAD (front and back) (for Malaysian members) or Passport (for non-Malaysian members).</li> <li>• Read and agree to the terms and conditions and thereafter submit your request.</li> <li>• Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour.</li> <li>• Upon verification of the user ID, <b>ShareWorks</b> will send an email notification to approve you as a user.</li> <li>• After verification of your registration against the General Meeting Record of Depositors of the Company as at <b>5 September 2024</b>, the system will send you an email to notify you if your registration is approved or rejected after <b>5 September 2024</b>.</li> <li>• If your registration is rejected, you can contact <b>ShareWorks</b> for clarifications or to appeal.</li> </ul>
<b>On the day of 32<sup>nd</sup> AGM</b>		
(ii)	Login to <a href="http://www.swsb.com.my">www.swsb.com.my</a>	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 32<sup>nd</sup> AGM at any time from <b>10.30 a.m. (30 minutes before the commencement of the 32<sup>nd</sup> AGM on 12 September 2024 at 11.00 a.m.)</b></li> </ul>
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the “<b>Virtual Meeting</b>” from main menu.</li> <li>• Click the “<b>Join Meeting</b>” located next to the event. You are required to provide your full name as per CDS records and your user registered email address.</li> <li>• Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming.</li> <li>• If you have any question for the Board, you may use the Q&amp;A platform to transmit your question. The Board will try to respond to all questions submitted by remote participants during the 32<sup>nd</sup> AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the 32<sup>nd</sup> AGM ended.</li> <li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.</li> </ul>
(iv)	Online remote voting	<ul style="list-style-type: none"> <li>• Select “<b>Voting</b>” located next to the “<b>Join Meeting</b>” and indicate your votes for the resolutions that are tabled for voting.</li> <li>• Voting session will commence once the Chairman of the 32<sup>nd</sup> AGM declare that the voting platform is activated and will end once the Chairman announces the completion of the voting session.</li> </ul>

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## Appointment of Proxy

Only a member whose name appears on the Record of Depositors on 5 September 2024 shall be eligible to attend, participate and vote at the 32<sup>nd</sup> AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote on his/her/its behalf.

If a member appoints his/her/its proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote at the 32<sup>nd</sup> AGM, please ensure the duly executed Form of Proxy/Certificate of Appointment of its Corporate Representative/Power of Attorney are submitted to the Share Registrar, **ShareWorks** as follows **not later than 10 September 2024 at 11.00 a.m.**:

### Deposit Hardcopy of Proxy Form

Share Registrar, ShareWorks Sdn. Bhd. at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan (KL), Malaysia.

## Revocation of Proxy

Please note that if an Individual Member has submitted his/her Form of Proxy prior to the 32<sup>nd</sup> AGM and subsequently decides to personally attend and participate in the 32<sup>nd</sup> AGM via RPV facilities, the Individual Member shall proceed to contact **ShareWorks** to revoke the appointment of his/her/its proxy **no later than 11 September 2024 at 11.00 a.m.**

## Poll Voting

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 32<sup>nd</sup> AGM of the Company shall be put to vote by way of a poll. The Company has appointed **ShareWorks** as Poll Administrator to conduct the poll by way of electronic means and **SharePolls Sdn Bhd** as Independent Scrutineers to verify the poll results.

The Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## Distribution of E-Vouchers

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

## No Recording or Photography

Strictly **NO recording or photography** of the proceedings of the 32<sup>nd</sup> AGM is allowed.

## Digital Copies of 32<sup>nd</sup> AGM Documents

The following items are now available at the Company's website at <https://www.avillionberhad.com/investor-relations/general-meeting/general-meeting-documents-1/> or at Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com)

- i. Notice of the 32<sup>nd</sup> AGM;
- ii. Form of Proxy;
- iii. Administrative Guide;
- iv. Annual Report 2024;
- v. Corporate Governance Report 2024; and
- vi. Annual Report Request Form.

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## Mode of Communication

Shareholders may submit questions to the Board of Directors (“**Board**”) prior to the 32<sup>nd</sup> AGM to [info@avillionberhad.com](mailto:info@avillionberhad.com) **no later than 11.00 a.m. on 10 September 2024** or to use the Question and Answer (“**Q&A**”) Platform to transmit questions to the Board via Remote Participation and Voting (“**RPV**”) facilities during live streaming.

## Enquiry

If you have any enquiry prior to the virtual meeting, please contact **Mr. Kou Si Qiang** or **Mr. Chan Wai Kien** during office hours from 8.30 a.m. to 5.30 p.m. on Mondays to Fridays (except public holidays):

### **ShareWorks Sdn. Bhd.**

No. 2-1, Jalan Sri Hartamas 8  
Sri Hartamas  
50480 Kuala Lumpur  
Wilayah Persekutuan (KL)

Telephone Number : 03-6201 1120

Email : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)