



Malayan Flour Mills Berhad

Registration No. 196101000210 (4260-M)

ADMINISTRATIVE DETAILS FOR THE 60TH ANNUAL GENERAL MEETING ("AGM"/"THE MEETING")

Date : Wednesday, 24 June 2020
Time : 10.00 a.m.
Venue : Auditorium, 3rd Floor, Wisma MCA, 163 Jalan Ampang, 50450 Kuala Lumpur

1. CORONAVIRUS DISEASE (COVID-19) PANDEMIC

- **The Company shall conduct the AGM in accordance with the Securities Commission Malaysia's Guidance Note on the Conduct of General Meetings for Listed Issuers during a period when the Movement Control Order ("MCO") is in place or outside of an MCO period but where safe distancing requirements remain.**
- In order for the Company to comply with the Government and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time arising from the COVID-19 pandemic and/or enforcement of the MCO, the Company reserves the right to limit the number of physical attendees to be accommodated at the meeting venue. As such, we strongly encouraged you to make use of the remote participation and voting ("RPV") facilities to participate and vote remotely at the AGM.
- Due to the current COVID-19 pandemic, as a precautionary measure, you are strongly advised not to attend the Meeting if:
 - a. you are unwell with fever, cough, sore throat, flu and/or shortness of breath; or
 - b. you have travel history to high risk countries affected by COVID-19 in the past 14 days; or
 - c. you have contact with a person who is confirmed with COVID-19 infection in the past 14 days.
- In such instance, you are advised to appoint proxy(ies) to attend in your stead. Your proxy(ies) must adhere to the same precautionary measure. Alternatively, you can attend the meeting via RPV.
- Upon your arrival at the meeting venue on 24 June 2020, you may be subjected to temperature checks and a self-declaration form will be provided to you. Based on prevailing safety and health guidelines, the Company may reject your entry if:
 - a. you have a temperature reading above 37.5°C or show symptoms of respiratory illness such as cough, sore throat, flu, sneezing and/or shortness of breath; or
 - b. based on your self-declaration such as travel history, you are advised to self-isolate.

2. REGISTRATION

- Registration will be at the **Dewan San Choon foyer, 2nd Floor, Wisma MCA**, 163 Jalan Ampang, 50450 Kuala Lumpur.
- Registration will commence at 8.00 a.m. and will be closed once voting commences to facilitate the voting process.
- Please read the signage as to ascertain where you should register yourself for the meeting and join the queue accordingly.
- Please present your **original identity card ("IC") or passport** during registration for verification purposes.
- You are **NOT** allowed to register on behalf of another person even with the original IC or passport of the other person.
- After the registration and verification, you will be given an identification barcoded wristband to be secured around your wrist.
- Please be reminded that there will be no replacement in the event you lose or misplace the identification wristband.
- Please note that you will not be allowed to enter the Meeting Room without wearing the identification wristband.
- The registration counters will handle only verification of identity and registration. If you have any enquiry, please proceed to the Help Desk located next to the registration counters. The Help Desk will also handle revocation of proxy's appointment.

3. MEETING

- The Meeting will be held at the **Auditorium, 3rd Floor, Wisma MCA**, 163 Jalan Ampang, 50450 Kuala Lumpur.
- The Meeting will start promptly at 10.00 a.m.

4. ENTITLEMENT TO ATTEND AND VOTE AT AGM

- Only members whose names appear on the Record of Depositors of the Company as at **17 June 2020** shall be eligible to attend the AGM or appoint proxies to attend and vote on their behalf.

5. PROXY

- A member entitled to attend, speak and vote at the 60th AGM is entitled to appoint not more than 2 proxies to attend, speak and to vote in his/her stead. A proxy may but need not be a member of the Company.
- The Form of Proxy shall not be treated as valid unless the posted Form is received or the Form is deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof. Forms of Proxy transmitted by fax or email will not be accepted. The Company will not accept any photocopies of the form of proxy in place of the original signed copy.
- Alternatively, for individual members only, the Form of Proxy may be lodged electronically ("e-Proxy") via "Boardroom Smart Investor Portal" at <https://boardroomlimited.my> not less than 48 hours before the AGM. Kindly read and follow the guidelines which are detailed below for the e-Proxy lodgement:

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 below for e-Proxy Lodgement.]

- a. Access website at <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- c. Complete registration and upload a softcopy of your MyKad (front and back) or your Passport.
- d. Please enter a valid email address and wait for email verification from Boardroom.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.

Step 2 – e-Proxy Lodgement

- a. Access website at <https://boardroomlimited.my>
- b. Login with your user ID (i.e. email address) and password.
- c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "MALAYAN FLOUR MILLS BERHAD 60TH AGM" and click "APPLY".
- d. Read the Terms & Conditions and confirm the Declaration.
- e. Enter your CDS account number and indicate the number of securities for your proxy(ies) to vote on your behalf.
- f. Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- h. Review and confirm your proxy(ies) appointment.
- i. Click <<Submit>>.
- j. Download or print the e-Proxy form acknowledgement.


6. VOTING PROCEDURE


- The voting at the 60th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- The Company has appointed Boardroom as Poll Administrators to conduct the poll by way of electronic voting ("e-Voting") and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
- During the AGM, the Chairman will invite the Poll Administrator to brief you on the e-Voting procedures.
- For the purposes of this AGM, e-Voting will be carried out using the following voting devices:

- a. Voting kiosk station set up at the meeting venue  (for onsite voting); and

- b. Personal smart mobile phone, tablet or laptop  (for both onsite and remote voting).

- **For remote voting and onsite members/proxies who wish to use their personal voting device to vote, you are required to perform one of the following options:**

- a. Download the free **Lumi AGM App**  onto your personal voting device prior to the Meeting from Apple App Store or Google Play Store; or

- b. Launch **Lumi AGM** by scanning the QR code  given to you in the email along with your remote participation User ID and Password; or

- c. Alternatively, you may access to **Lumi AGM**  via website URL at <https://web.lumiagm.com/>.

- The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- Upon closing of the poll session by the Chairman, the Scrutineers will verify the poll result reports and thereafter announce the results, followed by the Chairman's declaration whether the resolutions put to vote are duly passed.

7. REMOTE PARTICIPATION AND VOTING (“RPV”)

- Please note that this option is available to following members who are not able or do not wish to attend and vote physically at the AGM:
 - a. Individual members;
 - b. Corporate shareholders;
 - c. Authorised Nominees; and
 - d. Exempt Authorised Nominees.
- If you choose RPV, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time.
- **For RPV, please follow the steps below on how to request for login ID and password. Please note that your remote participation access will be deactivated if you turn up on the day of AGM and register in person.**

Step 1– Register Online with Boardroom Smart Investor Portal (for first time registration by individual member only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2.]

- a. Access website at <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload a softcopy of your MyKad (front and back) or Passport.
- d. Please enter a valid email address and wait for email verification from Boardroom.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.

Step 2 – Submit Request for RPV User ID and Password

[Note: The registration for remote access will be opened on 22 May 2020.]

Individual Members

- Login to <https://boardroomlimited.my> using your user ID and password above.
- Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event “Malayan Flour Mills Berhad 60th Hybrid AGM”.
- Enter your CDS Account Number.
- Read and agree to the terms & condition and thereafter submit your request.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Corporate shareholder must also provide a copy of Corporate Representative’s or Proxy Holder’s MyKad (front and back) as well as his/her email address.

Authorised Nominees and Exempt Authorised Nominees

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Form of Proxy to submit the request.
- Authorised Nominee and Exempt Authorised Nominee must also provide a copy of the Proxy Holder’s MyKad (front and back) as well as his/her email address.

- a. You will receive a notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification of your registration against the AGM’s Record of Depositors as at 17 June 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- d. Please note that the closing date and time to submit your request is on Monday, 22 June 2020 at 10.00 a.m.

Step 3 – Login to Hybrid AGM Portal

[Note: Please note that the quality of the connectivity to Hybrid AGM Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Hybrid AGM Portal will be opened for login starting one (1) hour before the commencement of AGM, which is from 9.00 a.m. on Wednesday, 24 June 2020. Questions can be submitted once the Portal is opened.
- b. Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Hybrid AGM Portal (*Refer to Step 2(c) above*).
- c. The steps given will also guide you on how to view live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the AGM.
- e. You can then logout from the Hybrid AGM Portal.

- If you have any enquiry or require assistance regarding **Lumi AGM App** and **RPV**, please contact Boardroom Helpdesk at Tel: +603 7890 4700 during office hours.

8. ANNUAL REPORT 2019

- The Annual Report 2019 is available on Bursa Malaysia Berhad's website at www.bursamalyisa.com under Company Announcements of Malayan Flour Mills Berhad and also at the Company's website at www.mfm.com.my.
- Printed copy of the Annual Report 2019 is available by completing the Requisition Form and submit it through the designated email address/facsimile number.

9. PARKING

- Parking is complimentary only at Wisma MCA on a first come basis for members subject to availability.
- Please bring along your original parking ticket to exchange for a Complimentary Parking Ticket at the **"Parking Validation Counter"**.
- Please be advised that the Company will not validate or reimburse any parking costs or payment using Touch 'n Go at any other locations other than Wisma MCA. The Company will not provide cash reimbursement for parking.

10. NO DOOR GIFT AND FOOD VOUCHER

- In order to ensure social and physical distancing and to reduce crowds as safety measures for your well-being as well as to enable the Company to comply with the Government and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time arising from the COVID-19 pandemic and/or enforcement of the MCO, there will be **NO DISTRIBUTION of door gift and food voucher** for members/proxies who attend and/or participate the AGM physically or remotely.

11. PERSONAL DATA PRIVACY

- By registering for the RPV and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.