



## Malayan Flour Mills Berhad

Registration No. 196101000210 (4260-M)

### ADMINISTRATIVE GUIDE

#### FULLY VIRTUAL 62<sup>ND</sup> ANNUAL GENERAL MEETING ("AGM"/"THE MEETING")

<b>Date</b>	: Wednesday, 25 May 2022
<b>Time</b>	: 10.00 a.m.
<b>Broadcast Venue</b>	: Suite 25.01, Level 25, Menara Citibank, 165 Jalan Ampang, 50450 Kuala Lumpur
<b>Meeting Platform</b>	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
<b>Mode of Communication</b>	: 1. <u>Prior to the Meeting</u> Email questions in advance to Company's Investor Relations at <a href="mailto:ir@mflour.com.my">ir@mflour.com.my</a> in relation to the agenda items for 62 <sup>nd</sup> AGM, commencing from 26 April 2022 and in any event no later than <b>Monday, 23 May 2022 at 10.00 a.m.</b>  2. <u>On the day of the Meeting</u> Type the text in the meeting platform. The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the AGM, which is from <b>9.00 a.m. on Wednesday, 25 May 2022.</b>  For further details on mode of communication, please refer to the section on Mode of Communication of this Administrative Guide.

#### FULLY VIRTUAL AGM

1. As a precautionary measure in view of the COVID-19 pandemic, the Company's AGM will be conducted fully virtual through live streaming and online remote voting from the Broadcast Venue using Remote Participation and Electronic Voting ("RPEV") facilities provided by the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd ("Boardroom").
2. The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the AGM and in accordance with Clause 76 of the Company's Constitution which allows a general meeting to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members' right to speak and vote at the general meeting. As **NO SHAREHOLDERS / PROXIES / CORPORATE REPRESENTATIVES** should be physically present at or admitted to the Broadcast Venue on the day of the AGM, all members are urged to attend the 62<sup>nd</sup> AGM remotely via meeting platform <https://meeting.boardroomlimited.my>.

#### PARTICIPATION AND VOTING PROCEDURES

##### Poll Voting




1. The voting at the 62<sup>nd</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Malaysia Securities Berhad Main Market Listing Requirements.
2. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
3. For the purposes of this AGM, e-Voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
4. Members and proxies are required to use one (1) of the following methods to vote remotely:
  - (i) launch **Lumi AGM** by scanning the QR code given to you in the email along with your remote participation User ID and Password;  
or
  - (ii) access to **Lumi AGM** via website URL <https://meeting.boardroomlimited.my>
5. Please note that polling will only commence after announcement of poll open by the Chairman and until such time when the Chairman announces the closure of poll.
6. 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. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 62<sup>nd</sup> AGM commences. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained. Kindly note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

### **Remote Participation and Electronic Voting (“RPEV”)**

8. Please note that the RPEV facilities are available to **(i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.**
9. With these RPEV facilities, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
10. Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities:-

<b>BEFORE AGM DAY</b>		
<b>Procedure</b>		<b>Actions</b>
Step 1	Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p><i>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 – Submit Request for Remote Participation User ID and Password.</i></p> <ol style="list-style-type: none"> <li>a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>b. Click “<b>Register</b>” to sign up as a user.</li> <li>c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>d. Please enter a valid email address and wait for email verification from Boardroom.</li> <li>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided. If you are unable to register, please contact Boardroom for assistance.</li> </ol>
Step 2	Submit Request for Remote Participation User ID and Password	<p><i>Note: Registration for RPEV will open from the date of the Notice of AGM on Tuesday, 26 April 2022 until such time before the voting session ends at the 62<sup>nd</sup> AGM on Wednesday, 25 May 2022. You are required to register to ascertain your eligibility to participate the 62<sup>nd</sup> AGM by using RPEV.</i></p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>a. Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID and Password.</li> <li>b. Select “<b>CORPORATE MEETING</b>” from main menu and select the correct Corporate Event “<b>MALAYAN FLOUR MILLS BERHAD SIXTY-SECOND (62<sup>ND</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>”.</li> <li>c. Click “<b>Register for RPEV</b>”.</li> <li>d. Read and agree to the terms &amp; conditions.</li> <li>e. Enter your CDS Account Number and click “<b>Submit</b>”.</li> </ol> <p><b>Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees</b></p> <ol style="list-style-type: none"> <li>a. 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 may be) to submit the request.</li> <li>b. Please provide a copy of corporate representative’s or proxy holder’s MyKad/Identification Card (front and back) or Passport as well as his/her email address.</li> <li>c. <b>Please note that the closing date and time to submit your request is by Monday, 23 May 2022 at 10.00 a.m.</b></li> </ol>
Step 3	Email Notification	<ol style="list-style-type: none"> <li>a. You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>b. Upon system verification of your registration against the <b>AGM’s Record of Depositors as at 18 May 2022</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li> <li>d. Please note that one (1) user ID and password can only log on to one (1) device at a time.</li> </ol>

<b>ON THE AGM DAY</b>		
<b>Procedure</b>		<b>Actions</b>
Step 1	Login to Virtual Meeting Portal	<ol style="list-style-type: none"> <li>a. The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of AGM, which is from <b>9.00 a.m. on Wednesday, 25 May 2022</b>.</li> <li>b. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> <li>• Scan the QR Code provided in the user login guide; or</li> <li>• Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> </li> <li>c. Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3(c) above.</li> </ol>

ON THE AGM DAY		
Procedure		Actions
Step 2	Participation	<p>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition).</p> <p>a. If you would like to view the live webcast, please select the broadcast icon. </p> <p>b. If you would like to ask a question during the 62<sup>nd</sup> AGM, please select the messaging icon. </p> <p>c. Please type your message within the chat box and click the send button once completed.</p> <p>Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 62<sup>nd</sup> AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained.</p>
Step 3	Voting	<p>a. Once the AGM is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, please select another voting direction.</p> <p>d. If you wish to cancel your vote, please press “Cancel”.</p>
Step 4	End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the 62<sup>nd</sup> AGM, the live webcast will end.</p> <p>b. You can then logout from the Virtual Meeting Portal.</p>

#### MODE OF COMMUNICATION

1. You may email your questions in advance in relation to the agenda items for 62<sup>nd</sup> AGM to the Company’s Investor Relations at [ir@mflour.com.my](mailto:ir@mflour.com.my) commencing from 26 April 2022 and in any event no later than **Monday, 23 May 2022 at 10.00 a.m.**
2. If you have any question for the Chairman/Board during the AGM, you may submit your question using the Messaging window facility which will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the AGM, which is from **9.00 a.m. on Wednesday, 25 May 2022.**
3. The Chairman/Board will endeavour to respond to relevant questions during the Questions and Answers Session at the AGM. If there is time constraint, the responses to relevant questions will be published on the Company’s website at the earliest possible, after the AGM.

#### LODGEMENT OF PROXY FORM

1. If you are unable to attend the 62<sup>nd</sup> AGM through our meeting platform, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the proxy form in accordance with the notes and instructions printed therein.
2. Please deposit your completed proxy form at Boardroom’s office at **Ground Floor or 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** not less than forty-eight (48) hours before the time appointed for the holding of the 62<sup>nd</sup> AGM, i.e. latest by **Monday, 23 May 2022 at 10.00 a.m.**
3. Alternatively, the proxy form may be lodged electronically through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> which is free and **available to all individual shareholders** not less than forty-eight (48) hours before the time appointed for the holding of the 62<sup>nd</sup> AGM, i.e. latest by **Monday, 23 May 2022 at 10.00 a.m.** in accordance with the steps below:

##### 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 on e-Proxy Lodgement)

- a. Access Boardroom’s website at <https://investor.boardroomlimited.com>.
- b. Click “**Register**” to sign up as a user. Registration is free.
- c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or your Passport.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided. If you are unable to register before **Monday, 23 May 2022**, please contact Boardroom for assistance.

### Step 2 – e-Proxy Lodgement

- a. Login to <https://investor.boardroomlimited.com> using your user ID (i.e. email address) and password.
- b. Go to “CORPORATE MEETING” and browse the Meeting List for “MALAYAN FLOUR MILLS BERHAD SIXTY-SECOND (62<sup>ND</sup>) VIRTUAL ANNUAL GENERAL MEETING” and click “Enter”.
- c. Click “Submit eProxy Form”.
- d. Read the terms & conditions and confirm the Declaration.
- e. Enter the CDS account number and the total number of securities held.
- f. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click “Submit”.
- j. Download or print the e-Proxy form acknowledgement.

4. If you wish to participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.
5. If you have submitted your proxy form prior to the Meeting and subsequently decide to participate in the Meeting yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 62<sup>nd</sup> AGM. On revocation, your proxy(ies) would not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.
6. Please note that the Company shall deem that shareholders have no objection to use the provision in the proxy form which has designated the Chairman of the Meeting as the authorised person to vote on behalf of shareholders until further instructions are received. The appointed Poll Administrator of the 62<sup>nd</sup> AGM shall be notified of such arrangement accordingly.

### CORPORATE SHAREHOLDERS

Corporate shareholders who require their corporate representative to participate and vote at the 62<sup>nd</sup> AGM must deposit their certificate of appointment of corporate representative to Boardroom not later than **Monday, 23 May 2022 at 10.00 a.m.**

### ANNUAL REPORT 2021 AND CORPORATE GOVERNANCE REPORT

1. The Annual Report 2021 and Corporate Governance Report are available on Bursa Malaysia Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of Malayan Flour Mills Berhad and also at the Company’s website at [www.mfm.com.my](http://www.mfm.com.my).
2. Collection of the printed copies of the Annual Report 2021 during the 62<sup>nd</sup> AGM is not available as the AGM will be held fully virtual and entirely via RPEV facilities. Printed copies of the Annual Report 2021 are available by way of your requisition by completing the Requisition Form and returning the completed Requisition Form to the designated address.

### VOUCHERS AND DOOR GIFTS

There will be no distribution of voucher(s) or door gift(s) to shareholders/proxies who participate in the AGM since the Meeting is being conducted on a fully virtual basis.

### ENQUIRY

Should you have any enquiry prior to the AGM or if you wish to request for technical assistance to participate in the AGM, please contact Boardroom during office hours (8.30 a.m. to 5.30 p.m.): -

**Boardroom Share Registrars Sdn Bhd**  
Registration No. 199601006647 (378993-D)  
Tel : +603 7890 4700 (Helpdesk)  
Fax : +603 7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, 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 processing and administration by the Company (or its agents) of proxies and representatives appointed for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), 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.