



## Malayan Flour Mills Berhad

Registration No. 196101000210 (4260-M)

### ADMINISTRATIVE GUIDE

#### FULLY VIRTUAL 61<sup>ST</sup> ANNUAL GENERAL MEETING ("AGM"/"THE MEETING")

<b>Date</b>	: Friday, 28 May 2021
<b>Time</b>	: 10.00 a.m.
<b>Broadcast Venue</b>	: M5, Mezzanine Floor, Wisma MCA, 163 Jalan Ampang, 50450 Kuala Lumpur
<b>Meeting Platform</b>	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>
<b>Mode of Communication</b>	: 1. 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 Friday, 28 May 2021</b> . 2. 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 61 <sup>st</sup> AGM, commencing from 28 April 2021 and in any event no later than <b>Wednesday, 26 May 2021 at 10.00 a.m.</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. In view of the COVID-19 pandemic and as part of the safety measures, 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 61<sup>st</sup> AGM remotely via meeting platform <https://web.lumiagm.com>.

#### VOTING PROCEDURE

##### **Poll Voting**



1. The voting at the 61<sup>st</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 Share Registrars Sdn. Bhd. ("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://web.lumiagm.com>.
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 61<sup>st</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:-

BEFORE AGM DAY		
Procedure		Actions
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>Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>Click &lt;&lt;<b>Login</b>&gt;&gt; and click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li> <li>Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>Please enter a valid email address and wait for email verification from Boardroom.</li> <li>Your registration will be verified and approved within one (1) business day and email notification will be provided to you.</li> </ol>
Step 2	Submit Request for Remote Participation User ID and Password	<p><i>Note: The registration for remote access will be opened on 28 April 2021.</i></p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using your User ID and Password given above.</li> <li>Select “<b>VIRTUAL MEETING</b>” from main menu and select the correct Corporate Event “<b>MALAYAN FLOUR MILLS BERHAD SIXTY-FIRST (61<sup>st</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>”.</li> <li>Read and agree to the terms &amp; conditions.</li> <li>Enter your CDS Account Number and thereafter submit your request.</li> </ol> <p><b>Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative (only applicable to Corporate Shareholders) or Form of Proxy to submit the request.</li> <li>Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</li> </ol>
Step 3	Email Notification	<ol style="list-style-type: none"> <li>You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>Upon system verification of your registration against the <b>AGM’s Record of Depositors as at 20 May 2021</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.</li> <li>Please note that the closing date and time to submit your request is by <b>Wednesday, 26 May 2021 at 10.00 a.m.</b></li> </ol>

ON THE AGM DAY		
Procedure		Actions
Step 1	Login to Virtual Meeting Portal	<p><i>Note: Please note that the quality of the connectivity to Virtual Meeting 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.</i></p> <ol style="list-style-type: none"> <li>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 Friday, 28 May 2021</b>.</li> <li>Please access to <b>Lumi AGM</b> via website URL <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>; or</li> <li>Launch <b>Lumi AGM</b> by scanning the QR Code provided in the email notification.</li> <li>Insert the Meeting ID No. and sign in with the User ID and Password provided to you via the email notification in <i>Step 3(c) above</i>.</li> </ol>
Step 2	Participate	<p><i>Note: Questions submitted online will be moderated before being sent to the Chairman/Board to avoid repetition.</i></p> <ol style="list-style-type: none"> <li>Please select the  broadcast icon to view the live webcast.</li> <li>Please select the  messaging icon to ask a question during the AGM.</li> <li>Please type your message within the chat box and click the “SEND” button once completed.</li> </ol>
Step 3	Voting	<ol style="list-style-type: none"> <li>Once the AGM is opened for voting, the polling icon will appear with the resolutions and your voting choices.</li> <li>To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</li> <li>To change your vote, please select another voting direction.</li> <li>To cancel your vote, please press “CANCEL”.</li> </ol>
Step 4	End of Participation	<ol style="list-style-type: none"> <li>The live webcast will end and the Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the AGM.</li> <li>You can then logout from the Virtual Meeting Portal.</li> </ol>

## MODE OF COMMUNICATION

1. You may email your questions in advance in relation to the agenda items for 61<sup>st</sup> AGM to the Company's Investor Relations at [ir@mflour.com.my](mailto:ir@mflour.com.my) commencing from 28 April 2021 and in any event no later than **Wednesday, 26 May 2021 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 Friday, 28 May 2021.**
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.

## PROXY

1. Members who are unable to participate remotely in the AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.

## LODGEMENT OF FORM OF PROXY

1. Please deposit your completed Form of Proxy at Boardroom's office at **G 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 61<sup>st</sup> AGM, i.e. latest by **Wednesday, 26 May 2021 at 10.00 a.m.**
2. Alternatively, the proxy appointment can also be lodged electronically via "Boardroom Smart Investor Portal" at <https://boardroomlimited.my> which is free and available to all **individual members**, not less than forty-eight (48) hours before the time appointed for the holding of the 61<sup>st</sup> AGM, i.e. latest by **Wednesday, 26 May 2021 at 10.00 a.m.** For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.
3. The lodging of the Form of Proxy will not preclude you from personally participating remotely and voting at the 61<sup>st</sup> AGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the AGM, kindly register your intention to participate remotely via Boardroom's website at <https://boardroomlimited.my> (Refer to note 10 above). Please note that upon your registration to personally participate remotely in the AGM, your earlier proxy appointment will be deemed revoked. Alternatively, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke your earlier proxy appointment **no later than Wednesday, 26 May 2021 at 10.00 a.m.**

## Electronic Lodgement of Form of Proxy

4. Kindly read and follow the guidelines below.

Procedure		Actions
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 – e-Proxy Lodgement.</i></p> <ol style="list-style-type: none"><li>a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; 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 email notification will be provided to you.</li></ol>
Step 2	e-Proxy Lodgement	<ol style="list-style-type: none"><li>a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>b. Login with your User ID and Password given above.</li><li>c. Go to "<b>E-PROXY LODGEMENT</b>" and browse the Meeting List for "<b>MALAYAN FLOUR MILLS BERHAD SIXTY-FIRST (61<sup>st</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>" and click "<b>APPLY</b>".</li><li>d. Read the terms &amp; conditions and confirm the Declaration.</li><li>e. Enter your CDS Account Number and indicate the number of securities held.</li><li>f. Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).</li><li>g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.</li><li>h. Review and confirm your proxy(ies) appointment.</li><li>i. Click "<b>SUBMIT</b>".</li><li>j. Download or print the e-Proxy Form acknowledgement.</li></ol>

## **ANNUAL REPORT 2020 AND CORPORATE GOVERNANCE REPORT**

1. The Annual Report 2020 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 2020 during the 61<sup>st</sup> AGM is not available as the AGM will be held fully virtual and entirely via RPEV facilities. Printed copies of the Annual Report 2020 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**

1. 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**

1. 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.