



PUNCAK NIAGA HOLDINGS BERHAD
(INCORPORATED IN MALAYSIA)

INFORMATION FOR SHAREHOLDERS ON 25TH ANNUAL GENERAL MEETING

Date : **Wednesday, 25 May 2022**
Time : **10.00 a.m.**
Broadcast Venue : **Boardroom,
12th Floor, Wisma Rozali,
No. 4, Persiaran Sukan,
Seksyen 13, 40100
Shah Alam, Selangor Darul Ehsan**

MODE OF MEETING

The Securities Commission Malaysia (“SC”) had, on 13 January 2021, announced that capital market entities supervised, licensed or registered by the SC shall operate in accordance with the applicable Standard Operating Procedures (“SOPs”) issued by the authorities during the Emergency Ordinance and various forms of Movement Control Order (“MCO”).

In view of the COVID-19 pandemic and as part of the safety measures, the 25th Annual General Meeting (“25th AGM”) will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by SC on 12 January 2021 and any other amendments made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders will **NOT** be physically present at the broadcast venue to attend the 25th AGM on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 25th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 25th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Tuesday, 24 May 2022 at 10.00 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative in hard copy form or by electronic means to Tricor not later than **Tuesday, 24 May 2022 at 10.00 a.m.** to participate via RPV in the 25th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney in hard copy or by electronic means with Tricor not later than **Tuesday, 24 May 2022 at 10.00 a.m.** to participate via RPV in the 25th AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this AGM via RPV must request his proxy to register himself for RPV at TIIH Online website at <https://tiih.online>.

Only shareholders whose names appear on the **Record of Depositors** as at 18 May 2022 shall be eligible to attend, speak and vote at the 25th AGM. As the 25th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his proxy and indicate the voting instructions in the proxy form. If you wish to participate in the 25th AGM yourself, please do not submit any Form of Proxy for the 25th AGM. You will not be allowed to participate in the 25th AGM together with a proxy appointed by you.

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 25th AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from Friday, 29 April 2022 at 10.00 a.m. until the day of 25th AGM on Wednesday, 25 May 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 25th AGM to ascertain their eligibility to participate the 25th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) PUNCAK NIAGA HOLDINGS BERHAD 25TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 18 May 2022, the system will send you an e-mail after 24 May 2022 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>

	Procedure	Action
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 25th AGM at any time from 9.15 a.m. i.e. 45 minutes before the commencement of the 25th AGM on Wednesday 25 May 2022 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) PUNCAK NIAGA HOLDINGS BERHAD 25TH AGM” to engage in the proceedings of the 25th AGM remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the 25th AGM.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Tuesday, 25 May 2022 until a time when the Chairperson announces the completion of the voting session of the 25th AGM. Select the corporate event: “(REMOTE VOTING) PUNCAK NIAGA HOLDINGS BERHAD 25TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of Remote Participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman of the meeting on the closure of the 25th AGM, the Live Streaming will end.

Note to users of the RPV facilities:

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly contact Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to is.enquiry@my.tricorglobal.com.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

I) Steps for Individual Shareholders

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "PUNCAK NIAGA HOLDINGS BERHAD 25TH AGM - Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman of the meeting as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print proxy form for your record.

(II) Steps for Corporation or Institutional Shareholders

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access to TIIH Online at https://tiih.online Under e-Services, the authorized or nominated representative of the corporation or institutional shareholder selects the sign up button followed by "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verify, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>

	Procedure	Action
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online with your user name and password • Select the corporate event : “PUNCAK NIAGA HOLDINGS BERHAD 25TH AGM - Submission of Proxy Form” • Read and agree to the Terms & Conditions and confirm the Declaration • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein • Prepare the file for the appointment of proxies by inserting the required data • Proceed to upload the duly completed proxy appointment file • Select “Submit” to complete your submission • Print the confirmation report of your submission for your record

RESULTS OF VOTING

The resolutions proposed at the 25th AGM and the results of the voting will be announced at the 25th AGM and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at www.bursamalaysia.com.

NO DOOR GIFT/FOOD PACKS

There is no distribution of door gifts or food packs for the 25th AGM.

NO RECORDING OR PHOTOGRAPHY

Recording or taking of photographs of the 25th AGM proceedings is strictly disallowed.

ANNUAL REPORT

The Annual Report is available at <https://www.puncakniaga.com.my/pnhbnew2/index.php/2021-annual-report>.

A printed copy of the Annual Report 2021 will be made available to a shareholder upon request and will be forwarded within four (4) market days from the receipt of your written request. However, please consider the environment before requesting for the printed copy of the Annual Report 2021.

Should you wish to receive a printed copy of our Annual Report 2021, please complete the **“Annual Report Request Form”** and return it to us via post or fax at +603-5512 0220 or email at investors@puncakniaga.com.my.

ENQUIRY

If you have any enquiries on the above, please contact the Company's Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : + 603-2783 9299

Fax Number : + 603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons :

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