



PUNCAK NIAGA HOLDINGS BERHAD
(Registration No: 199701000591 (416087-U))
(Incorporated in Malaysia)

INFORMATION FOR SHAREHOLDERS ON EXTRAORDINARY GENERAL MEETING

Date : **7 February 2024 (Wednesday)**
Time : **10.00 a.m.**
Broadcast Venue : **Boardroom
12th Floor, Wisma Rozali
No. 4, Persiaran Sukan, Seksyen 13
40100 Shah Alam, Selangor Darul Ehsan**

VIRTUAL MEETING

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting its Extraordinary General Meeting (“EGM”) on a virtual basis through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd’s (“Tricor”) via its TIIH Online website at <https://tiih.online>.

The broadcast venue of the EGM 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. Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) **WILL NOT BE ALLOWED** to attend the EGM in person at the broadcast venue on the day of the meeting.

The Company will continue to leverage on technology to ensure that the EGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

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 EGM 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 EGM 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, 6 February 2024 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, 6 February 2024 at 10.00 a.m.** to participate via RPV in the EGM.

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, 6 February 2024 at 10.00 a.m.** to participate via RPV in the EGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this EGM 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 31 January 2024 shall be eligible to attend, speak and vote at the EGM. As the EGM is a virtual EGM, members who are unable to participate in this EGM 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 EGM yourself, please do not submit any Proxy Form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE EGM 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 Monday, 22 January 2024 at 10.00 a.m. until the day of EGM on Wednesday, 7 February 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) PUNCAK NIAGA HOLDINGS BERHAD EGM”. 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 31 January 2024, the system will send you an e-mail after 6 February 2024 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>
ON THE DAY OF THE EGM		
c.	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.15 a.m. i.e. 45 minutes before the commencement of the EGM on Wednesday, 7 February 2024 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 EGM” to engage in the proceedings of the EGM remotely. <p>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 EGM.</p>
e.	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 7 February 2024 until a time when the Chairperson announces the completion of the voting session of the EGM.

		<ul style="list-style-type: none"> • Select the corporate event: “(REMOTE VOTING) PUNCAK NIAGA HOLDINGS BERHAD EGM” 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 EGM, the Live Streaming will end.

Note to users of the RPV facilities:

1. 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.
2. 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.
3. 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 EGM - 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 the 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 authorised or nominated representative of the corporation or institutional shareholder selects the sign up button

		<p>followed by “Create Account by Representative of Corporate Holder”.</p> <ul style="list-style-type: none"> • Complete the registration form and upload the required documents. • Registration will be verified, 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>
b.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIH Online at https://tiah.online with your user name and password. • Select the corporate event: “PUNCAK NIAGA HOLDINGS BERHAD EGM - 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 Company has appointed Coopers Professional Scrutineers Sdn Bhd as the Independent Scrutineers to verify the poll results.

The resolutions proposed at the EGM and the results of the voting which have been verified by the Independent Scrutineers upon completion of the voting session for the EGM will be announced at the EGM 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 EGM.

NO RECORDING OR PHOTOGRAPHY

Recording or taking of photographs of the EGM proceedings is strictly disallowed.

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 : Encik Mohamad Khairudin Bin Tajudin
 +603-2783 7973 (Mohamad.Khairudin@my.tricorglobal.com)