

# ADMINISTRATIVE GUIDE

## FOR THE MEMBERS OF KAMDAR GROUP (M) BERHAD

Dear Members,

### EIGHTEENTH (18TH) ANNUAL GENERAL MEETING (18th AGM) OF KAMDAR GROUP (M) BERHAD ("KAMDAR" OR "THE COMPANY")

#### REGISTRATION PROCESS (3 level security)

1. Members and vested parties who wish to attend KAMDAR 18th Virtual AGM are required to register at <https://cutt.ly/8foldRG> ("Virtual 18th AGM Registration") by the cut-off date of 22 September 2020 at 10.00 a.m. to enable the Company to verify your status. (1st level security authentication).
2. Please provide your Name or Company Name, MyKad or CDS account number, mobile contact number and a valid email address to be verified to gain admission to the 18th AGM.
3. Following the verification, authenticated parties (members and proxy holders) will receive an email from [agm@vcube.com.my](mailto:agm@vcube.com.my) containing your **Member Entry (ME) ID** (2nd level security authentication) and instructions to be used to enter the 18th AGM at the date and time specified. V-Cube employs the latest Secure Push Technology and your very own **Unique Security (US) Link** curated will be emailed to you in the evening prior to the 18th AGM date (3rd level security authentication). Please check your inbox or spam-box on the night before the said AGM.
4. The **ME ID** sent earlier is your verified Login ID to sign into the 18th AGM.
5. You must not forward **ME ID** or **US Link** to any other persons. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalized usage. Such mis-usage will void your vote and you may be prosecuted under the PDPA Act 2010. The link is trackable and will be erased after the conclusion of the 18th AGM.
6. Vested parties who register by the cut-off date but do not receive an email response on 28 September 2020, may contact us for assistance at Poll Administrator's Hotline +6017 - 881 8010 via WhatsApp (from 9.00 a.m. to 5.00 p.m.) or at email address: [kamdaragm.corp@gmail.com](mailto:kamdaragm.corp@gmail.com).
7. Members are required to submit their original Form of Proxy, on or before 27 September 2020, 10.00 a.m. to the following address :-

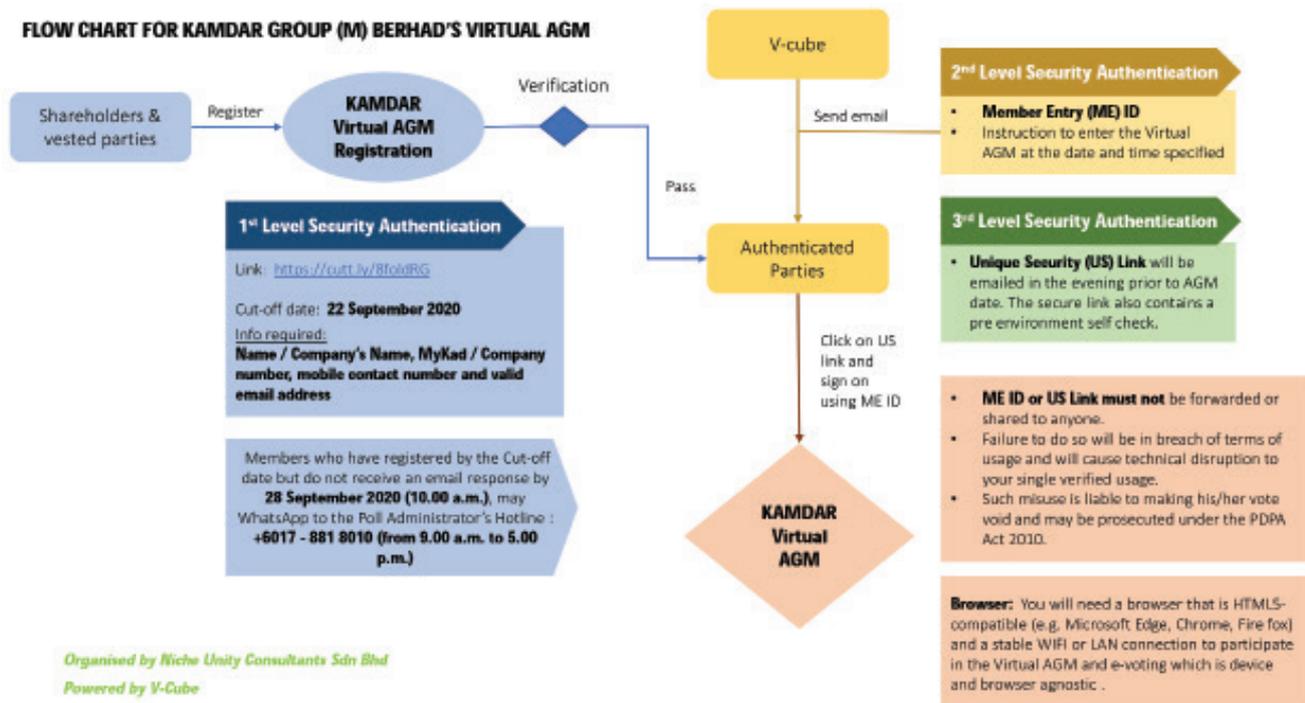
**Poll Administrator**  
**Kamdar Group (M) Berhad**  
54B, Damai Complex,  
Jalan Lumut,  
50400 Kuala Lumpur,  
Malaysia.

8. Browser: You will need a browser that is HTML5-compatible (e.g. Microsoft Edge, Chrome, Fire fox) and a stable WIFI or LAN connection to participate in the 18th AGM which is device agnostic.

A pre environment test is attached with the **US Link**. For best user experience, you are strongly advised to join via a laptop or computer to engage fully in the proceedings and interactively download important information presented during the 18th AGM.

## IMPORTANT NOTES :-

- i. The Company will verify your information submitted to ensure your qualification to attend the 18th AGM.
- ii. After you have been verified by the Company, **you will receive an email from [agm@vcube.com.my](mailto:agm@vcube.com.my) containing your ME ID** for the purpose of entering the 18th AGM at the specified date.
- iii. You might need your IT personnel to whitelist the domain of V-cube so that could receive the email from [agm@vcube.com.my](mailto:agm@vcube.com.my).
- iv. Your **US Link** be sent on the night before the 18th AGM. You need to click on it and enter your **ME ID** to attend the AGM on the event day.
- v. A communication chat box will be enabled prior to the tabling of each Resolution before voting. This is to enable you to communicate and post your question which will be vetted for relevancy before being responded by the Chairman or the Board.
- vi. All 18th AGM user data analytics are recorded for compliance purposes.
- vii. As the 18th AGM is a Virtual AGM, **no members are allowed to attend physically** at the Broadcast Venue.
- viii. There will be no refreshment/food and door gift provided at the 18th Virtual AGM.



## **POST REGISTRATION:**

1. If you do not receive an email acknowledgement after your registration, it means your pre-registration is not successful. Please check your spam/junk email folder or try again.
2. Please contact us at email address [kamdaragm.corp@gmail.com](mailto:kamdaragm.corp@gmail.com), or alternatively WhatsApp to the Poll Administrator's Hotline +6017 - 881 8010 (from 9.00 a.m. to 5.00 p.m.) if you have any urgent questions.

## **E-VOTING PROCEDURES:**

1. Click on the US Link before the virtual AGM starts and enter your **ME ID** correctly. Entering a wrong **ME ID** will make your vote void.
2. During the first session of the 18th AGM, the Chairman or Board will answer questions pertaining to each resolution within a certain time. After due questions and responses, the Chairman with the coordinated assistance of V-Cube authorised staff will then open the voting polling box for each resolution.
3. Members and/or proxy holders must submit the e-vote during the live polling session for each Resolution through clicking the box **1: FOR** and **2: AGAINST**.
4. A fixed time for voting is allocated for each resolution depending on the Chairman's decision.
5. A Member is allowed to vote either by Form of Proxy or online during this 18th AGM.
6. The Member or proxy holder is only allowed to vote once. In the event, the Member or proxy holder voted twice, only the first vote is valid.
7. Once e-voting is completed for all the resolutions by polling, the 18th AGM will be adjourned for the next session. A fresh new **US Link** will be sent to all Members who attended the first session.
8. During the adjournment period, the voting data in CSV format will be downloaded and checked for compliance and validation against the Register of Depositors.
9. The Chairman will provide details of the e-voting results and overall results in the second session of the 18th AGM.

### Note:

- A. Approved parties who keyed in a wrong **ME ID**, will have their votes made void.
- B. Aside from Members, proxy holders who have been verified to join the 18th AGM, can participate in the questions and responses.
- C. All e-voting data in raw and cleanse form are archived for compliance purpose.
- D. Kindly check KAMDAR's website: <https://kamdar.com.my/corporate/corporate-2/corporate/corporate-governance/> for any further updates.

We would like to thank all parties for your understanding and co-operation in conducting the 18th AGM amidst the COVID-19 pandemic. Stay Safe.