

# Administrative Guide For the Fourteenth Annual General Meeting of Homeritz Corporation Berhad (“Homeritz” or “Company”) (“14th AGM”)

Day, Date : Tuesday, 25 January 2022

Time : 11.00 a.m.

Online Meeting Platform : TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn. Bhd.

## REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 14th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at the 14th AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

As the 14th AGM will be held as a fully virtual meeting, shareholders who are unable to participate in the 14th AGM via RPV may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the form of proxy.

## PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate remotely in the 14th AGM using the RPV are advised to follow the requirements and procedures as indicated below:-

Procedure	Action
<b>BEFORE THE 14TH AGM DAY</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a> and register as a user under the “e-Services” by selecting the “Sign Up” button followed by “Create Account by Individual Holder”. Kindly refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified the status of registration via email.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b) Submit your registration for RPV	<ul style="list-style-type: none"> <li>• Registration is open from Friday, 24 December 2021 until the day of the 14th AGM on Tuesday, 25 January 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 14th AGM to ascertain their eligibility to participate in the 14th AGM using the RPV.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) HOMERITZ 14TH AGM”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors dated 17 January 2022, the system will send you an <b>e-mail on 24 January 2022 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV facilities).</i></p>

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Procedure	Action
<b>ON THE 14TH AGM DAY (TUESDAY, 25 JANUARY 2022)</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 14th AGM at any time from 10:00 a.m. i.e. 1 hour before the commencement of the 14th AGM on Tuesday, 25 January 2022 at 11:00 A.M..</li> </ul>
(d) Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) HOMERITZ 14TH AGM</b>” to engage in the proceedings of the 14th AGM remotely.</li> <li>If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by you during the 14th AGM.</li> </ul>
(e) Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 11:00 a.m. on Tuesday, 25 January 2022 until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) HOMERITZ 14TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f) End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 14th AGM, the live streaming will end.</li> </ul>

## Note to users of the RPV facilities:-

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream 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 stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 17 January 2022 shall be eligible to attend, speak and vote at the 14th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

# Administrative Guide For the Fourteenth Annual General Meeting of Homeritz Corporation Berhad (“Homeritz” or “Company”) (“14th AGM”) (Cont’d)

## APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 14th AGM must ensure that the duly executed forms of proxy or power of attorney or certificate of appointment of corporate representatives are deposited in a hard copy form at the registered office of the Company at No. 7 (1st Floor), Jalan Pesta 1/1, Taman Tun Dr. Ismail 1, Jalan Bakri, 84000 Muar, Johor Darul Takzim or by electronic means to Tricor no later than Monday, **24 January 2022 at 11:00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-

(i) In hard copy form

In the case of an appointment made in hard copy form, the duly completed form of proxy must be lodged at the registered office of the Company at No. 7 (1st Floor), Jalan Pesta 1/1, Taman Tun Dr. Ismail 1, Jalan Bakri, 84000 Muar, Johor Darul Takzim.

(ii) By electronic means

You can have the option of submitting the form of proxy electronically via TIIH Online at <https://tiih.online>. Please follow the procedures to submit your form of proxy electronically which are summarised below:-

Procedure		Action
<b>i. Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting “<b>Create Account by Individual Holder</b>”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: “<b>HOMERITZ 14TH AGM- SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print proxy form for your record.</li> </ul>
<b>ii. Steps for Corporate or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporate 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.</i></p>

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Procedure	Action
<b>ii. Steps for Corporate or Institutional Shareholders (Cont’d)</b>	
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIH Online at <a href="https://tiah.online">https://tiah.online</a>.</li> <li>• Select the corporate event: <b>“HOMERITZ 14TH AGM - SUBMISSION OF PROXY FORM”</b></li> <li>• Agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for <b>“SUBMISSION OF PROXY FORM”</b> in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIH Online, select corporate event: <b>“HOMERITZ 14TH AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

Please ensure ALL the particulars as required in the form of proxy are completed, signed and dated accordingly.

## POLL VOTING

The voting at the 14th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 11:00 a.m. on **Tuesday, 25 January 2022** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIH Online website at <https://tiah.online>.

Upon completion of the voting session for the 14th AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 14th AGM via Tricor’s TIH Online website at <https://tiah.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Monday, 24 January 2022 at 11:00 a.m.** The Board will endeavour to answer the questions received at the 14th AGM.

## NO RECORDING OR PHOTOGRAPHY

By participating at the 14th AGM, you agree that no part of the 14th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

## ENQUIRY

If you have any enquiries on the above, please contact the following persons 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](mailto:is.enquiry@my.tricorglobal.com)  
 Contact persons : Ms. Nur Qaisara Naaila @ Nella Nyoyew / Ms. Nor Faeayzah bt Mat Sani