

ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“AGM”) OF CYL CORPORATION BERHAD

Date : Thursday, 20 July 2023
Time : 10.00 a.m.
Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) in Malaysia
Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>

MODE OF MEETING

The Company continues to leverage on technology to facilitate communications with its shareholders by allowing easier and more efficient access for them to attend the Twenty-Third AGM which will be conducted on a fully virtual manner through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities on the online meeting platform provided by Tricor.

The online meeting platform of the AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia. Shareholders/proxy(ies) will not be allowed to attend the AGM in person on the day of the AGM of the Company. With the RPV facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the AGM.

RPV FACILITIES

The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the AGM using RPV facilities from Tricor.

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

Kindly refer to Procedures for Remote Participation and Voting via RPV facilities as set out below for the requirements and procedures.

PROCEDURES FOR REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the AGM using the RPV facilities:

Procedure	Action
Before the AGM Day	
i. Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access to website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Please 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
ii. Submit your request to attend AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. on Thursday, 25 May 2023 until the day of AGM on Thursday, 20 July 2023. Shareholder(s), proxy(ies), corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV facilities. Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) CYL CORPORATION BERHAD 23RD 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 Record of Depositors as at 12 July 2023, the system will send you an e-mail on or after 18 July 2023 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 AGM Day		
i.	Login to TIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of meeting at 10.00 a.m. on Thursday, 20 July 2023.
ii.	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) CYL CORPORATION BERHAD 23RD AGM” to engage in the proceedings of the AGM remotely. If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
iii.	Online remote voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Thursday, 20 July 2023 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) CYL CORPORATION BERHAD 23RD 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.
iv.	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the AGM, the Live Streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV facilities be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIH 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 for assistance or e-mail to 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 **12 July 2023** shall be eligible to attend, speak and vote at the AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

3. If you wish to participate in the AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.

- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the AGM whether in hard copy or by electronic means must be deposited or submitted to the Share Registrar in the following manner not later than **Tuesday, 18 July 2023 at 10.00 a.m.:**

i. In hard copy form:

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;

ii. By electronic form:

All shareholders can have the option to submit proxy forms electronically via TIH Online and the steps to submit are summarised below:

Procedure	Action
1. Steps for Individual Shareholders	
i.	Register as a user with TIH Online
ii.	Proceed with submission of Proxy Form

- Using your computer, access to website at <https://tiih.online>. Register as a user under the “e-Services”, select the “Sign Up” button and followed by **“Create Account by Individual Holder”**. Please 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 TIH 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 TIH Online.
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- After the release of the Notice of Meeting by the Company on Thursday, 25 May 2023, login with your username (i.e. email address) and password.
 - Select the corporate event: **“CYL CORPORATION BERHAD 23RD AGM - SUBMISSION OF PROXY FORM”**.
 - Read and agree to the Terms and 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 as your proxy.

Procedure		Action
ii.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the Proxy Form for your record.
2. Steps for corporation or institutional shareholders		
i.	Register as a user with TIH Online	<ul style="list-style-type: none"> Access TIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by “Create Account by Representative of Corporate Holder”. 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><i>(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.)</i></p>
ii.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIH Online at https://tiih.online. Select the corporate event name: “CYL CORPORATION BERHAD 23RD AGM - SUBMISSION OF PROXY FORM”. Agree to the Terms & Conditions and 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 proxy(ies) by inserting the required data. Submit the proxy appointment file. 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.

POLL VOTING

- The voting at the AGM will be conducted by poll pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”). The Company has appointed Tricor as Share Registrar to conduct the poll by way of electronic voting (e-voting).
- Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the AGM at 10.00 a.m on Thursday, 20 July 2023. Kindly refer to “Procedures for Remote Participation and Voting via RPV Facilities” provided above for guidance on how to vote remotely via TIH Online.
- Upon completion of the voting session for the AGM, the Scrutineer will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

The Board recognises that the AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the AGM, shareholders may in advance, before the AGM, submit questions to the Board via Tricor’s TIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than **Tuesday, 18 July 2023 at 10.00 a.m.** The Board of Directors will endeavour to address the questions received at the AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the Twenty-Third AGM of the Company.

DOOR GIFT / E-VOUCHER

There will be no distribution of door gift or e-voucher for attending the Twenty-Third AGM of the Company.

ENQUIRY

If you have any enquiry prior to the Twenty-Third AGM, please contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn. Bhd.
197101000970 (11324-H)

Address	Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia
Telephone Number	03-2783 9299
Fax Number	03-2783 9222
Email address	is.enquiry@my.tricorglobal.com