



GIIB HOLDINGS BERHAD
Registration No.: 200301016552 (618972-T)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL NINETEENTH ANNUAL GENERAL MEETING (“19TH AGM”)

- Date : Tuesday, 28 November 2023
- Time : 11:00 a.m.
- Meeting Platform : Dvote Online meeting platform provided by Dvote Services Sdn. Bhd. in Malaysia at <https://www.dvote.my> (Domain registration number with MYNIC : D6A434007)
- Depository of Form of Proxy : The Share Registrar of GIIB Holdings Berhad
c/o Sectrars Management Sdn. Bhd.
Lot 9-7, Menara Sentral Vista,
No. 150, Jalan Sultan Abdul Samad, Brickfields,
50470 Kuala Lumpur, Wilayah Persekutuan.
- Email: sectrarsmg@gmail.com

MODE OF MEETING

The Company would like to continue to leverage on technology advancement by conducting the 19th AGM on a fully virtual basis through live streaming from the broadcast venue and online remote voting using the Remote Participation and Voting (“RPV”) Facilities (collectively referred hereinafter as “**Virtual 19th AGM**”).

The conduct of Virtual 19th AGM is in line with the revised Guidance Note and Frequently Asked Questions (“**the Revised Guidance Note and FAQ**”) by the Securities Commission Malaysia on 7 April 2022. The Revised Guidance Note and FAQ states that in a fully virtual general meeting, all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online.

The above decision is made pursuant to Section 327(2) of the Companies Act 2016.

In line with the Practice 12.3 of the Malaysian Code on Corporate Governance, conducting a Virtual 19th AGM would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. 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 Virtual 19th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Virtual 19th AGM.

BROADCAST VENUE

The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Shareholders or proxies are **not allowed** to be physically present at the broadcast venue as the venue is only meant to facilitate the conduct of the Virtual 19th AGM. Shareholders or proxies who turn up at the broadcast venue would be requested to leave the venue politely.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on **20 November 2023** (General Meeting Record of Depositors) shall be eligible to participate the Virtual 19th AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

PROXY FORM(S)

Shareholders who are unable to participate in our Virtual 19th AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.

Please take note that you **must** complete the Proxy Form for the Virtual 19th AGM should you wish to appoint a proxy(ies).

Please deposit your Proxy Form at the Company's Share Registrar office, Sectrars Management Sdn. Bhd. at Lot 9-7, Menara Sentral Vista, No. 150, Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur, Wilayah Persekutuan or write in to sectrarsmg@gmail.com not less than forty-eight (48) hours before the time for holding the meeting, i.e. no later than Sunday, 26 November 2023 at 11:00 a.m. or any adjournment thereof.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the Virtual 19th AGM by yourself, please write in to sectrarsmg@gmail.com to revoke the earlier appointed proxy not less than forty-eight (48) hours before the time appointed for holding the meeting, i.e. no later than Sunday, 26 November 2023 at 11:00 a.m. or any adjournment thereof.

VOTING PROCEDURE

The voting at the Virtual 19th 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 Dvote Services Sdn. Bhd. ("**Dvote**") as Poll Administrator to conduct the poll by way of electronic voting or online remote voting ("**e-voting**").

Kindly refer to item (2) below of the Procedures for RPV Facilities for guidance on how to vote remotely from Dvote Online website at <https://www.dvote.my>.

During the Virtual 19th AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman of the Meeting calls for the poll to be opened and until such time when the Chairman of the Meeting announces the closure of the poll.

For the purposes of the Virtual 19th AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the poll session, the Scrutineers will verify the poll results followed by the declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

Kindly follow the steps below on how to register, request for login ID and password:-

1. REMOTE PARTICIPATION AND E-VOTING FACILITIES

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**Participate**”) remotely at the Virtual 19th AGM using RPV Facilities provided by Dvote via its **Dvote Online** website at <https://www.dvote.my>. Please refer to Procedure for RPV Facilities.

2. PROCEDURES FOR RPV FACILITIES

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the Virtual 19th AGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

BEFORE MEETING DAY		
A. USER REGISTRATION		
	Procedure	Action
(a)	Sign-up as a user with Dvote Online	<p><i>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</i></p> <ul style="list-style-type: none"> • Access the website at https://www.dvote.my • Click on [Sign up] to register as a new user with Dvote Online. • Complete registration and upload softcopy of Malaysia Identification card (front and Back) or passport (foreigner(s)). <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>
(b)	Register Meeting with Dvote Online	<ul style="list-style-type: none"> • Registration for Remote Participation will remain open from 22 November 2023 until the commencement of the polling during the Virtual 19th AGM. • Login to https://www.dvote.my with your user ID (i.e.: email address) and password. • Select event: “GIIB Holdings Berhad – 19th Annual General Meeting” and click [Register]. • You will receive an email notifying on your registration for the remote participation and verification. • Once your registration has been verified against the Record of Depositors as at 20 November 2023 you will be notified via email whether your request for remote participation is approved/rejected. • If approved, you will receive an invitation email together with the meeting link to “<i>Join Meeting</i>”.

ON THE DAY OF VIRTUAL 19TH AGM		
	Procedure	Action
(a)	Join the Live Stream Meeting	<ul style="list-style-type: none"> Click on “Join Meeting” link in the invitation email and you will be directed to the live streaming room. You are advised to log in early, at least 20 minutes, before the Meeting time.
(b)	Post Questions during Live Streaming	<ul style="list-style-type: none"> If you have any question(s) for the Board of Directors, you may use the “Question” box to transmit your question(s).
(c)	Online Voting during Live Streaming	<ul style="list-style-type: none"> Click on [Vote], to cast your votes for each resolution (s). Review your casted votes, confirm and submit your votes.
(d)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the Virtual 19th AGM, the live streaming room will end.

Notes to users of the RPV Facilities:

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call 603-22766138 and email to dvoteservice@gmail.com for assistance.

3. APPOINTMENT OF PROXY(IES) / CORPORATE REPRESENTATIVE(S) / ATTORNEY(S)

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the Virtual 19th AGM via RPV Facilities must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV Facilities via Dvote Online website at <https://www.dvote.my>.

NO DOOR GIFTS OR FOOD VOUCHERS

There will be no distribution of food vouchers or door gifts during the Virtual 19th AGM as the meeting is conducted on a fully virtual basis.

NO RECORDING OR PHOTOGRAPHY

Strictly no recording or photography of the Virtual 19th AGM proceedings is allowed.

ENQUIRY

If you have any enquiry(ies) relating to the meeting, Administrative Guide for the Fully Virtual 19th AGM, RPV Facilities or encounters issues with the log in, steps to connect to live streaming and online voting, you may send them in advance or contact the following during office hours from Monday to Friday (except for public holiday) :-

For Agenda of the 19th AGM related:

Email : corporate@giibworld.com

For Pre-Registration via RPV Facilities:

DVOTE SERVICES SDN. BHD.
Lot 9-7, Menara Sentral Vista
No. 150, Jalan Sultan Abdul Samad
Brickfield, 50470 Kuala Lumpur

Name : Ms Sangetha / Mr Hugo
Telephone No. : 603-2276 6138
Email : dvoteservice@gmail.com

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the Virtual 19th AGM's arrangement.

The administrative guide can be viewed and downloaded from our Company's website at <https://www.giibworld.com>-