



## WEGMANS HOLDINGS BERHAD

Registration No. : 201701005154 (1219319 - D)  
(Incorporated in Malaysia)

# ADMINISTRATIVE GUIDE FOR THE SIXTH ANNUAL GENERAL MEETING ("6TH AGM") OF WEGMANS HOLDINGS BERHAD

Date : Thursday, 25 May 2023  
Time : 11.00 a.m.  
Venue of Meeting : BEI BOUTIQUE HOTEL, Centro Meeting Hall,  
Level 3, 8-3, Jalan Abdul Rahman, 84000 Muar, Johor

## 1. CORPORATE MEMBERS

- a. Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") on or before the AGM.
- b. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Tuesday, 23 May 2023 at 11.00 a.m.** to attend and vote at the 6TH AGM.

## 2. GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

- a. Only a depositor whose name appears on the ROD as at **18 May 2023** shall be entitled to attend, participate, speak and vote at the 6TH AGM or appoint proxies to attend and/or vote on his/her behalf.

## 3. PROXY

- a. You may also submit the Form of Proxy electronically via **TIIH Online** website at <https://tiih.online> no later than **Tuesday, 23 May 2023 at 11.00 a.m.**
- b. Alternatively, you may submit your Form of Proxy to Tricor by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Form of Proxy** is deposited at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, 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, not less than forty-eight (48) hours before the time appointed for holding the 6TH AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

# ADMINISTRATIVE GUIDE FOR THE SIXTH ANNUAL GENERAL MEETING (“6TH AGM”) OF WEGMANS HOLDINGS BERHAD (CONT'D)

## 4. ELECTRONIC LODGEMENT OF FORM OF PROXY

- a. The procedures to lodge your Form of Proxy electronically via Tricor's TIIH Online website are summarised below:

Procedure		Action
<b>1. Steps for Individual Members</b>		
(a)	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>Please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Select the “<b>Sign Up</b>” button and followed by “<b>Create Account by Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with <b>TIIH Online</b>, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: “<b>WEGMANS HOLDINGS BERHAD 6TH AGM – SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the terms and conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print Form of Proxy for your record.</li> </ul>
<b>2. Steps for Corporation or Institutional Members</b>		
(c)	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>Access TIIH Online website 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 member selects the “Sign Up” button and followed by “<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 corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>

# ADMINISTRATIVE GUIDE FOR THE SIXTH ANNUAL GENERAL MEETING (“6TH AGM”) OF WEGMANS HOLDINGS BERHAD (CONT'D)

## 4. ELECTRONIC LODGEMENT OF FORM OF PROXY (CONT'D)

- a. The procedures to lodge your Form of Proxy electronically via Tricor's TIIH Online website are summarised below: (cont'd)

Procedure		Action
<b>2. Steps for Corporation or Institutional Members (cont'd)</b>		
(d)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: <b>“WEGMANS HOLDINGS BERHAD 6TH AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the terms and conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</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>

## 5. POLL VOTING

- a. The Voting at the 6TH AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and MK Advisory Management as Scrutineers to verify the poll results.
- b. During the 6TH AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- c. Upon completion of the voting session for the 6TH AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## 6. ANNUAL REPORT 2022

- a. The Company's Annual Report 2022 is available at the Company's website at [www.wegmans.com.my](http://www.wegmans.com.my).
- b. Should you require a printed copy of the Annual Report 2022, please request at our Share Registrar's website at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services” or kindly contact Tricor. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

# ADMINISTRATIVE GUIDE FOR THE SIXTH ANNUAL GENERAL MEETING (“6TH AGM”) OF WEGMANS HOLDINGS BERHAD (CONT'D)

## 7. REGISTRATION

- a. Please present your original National Registration Identity Card (“NRIC”) or passport to the registration staff for verification.
- b. Upon verification, you are required to write your name, mobile contact and sign the attendance list placed on the registration table.
- c. No person will be allowed to register on behalf of another person even with the original NRIC or passport of the other person.

## 8. HELP DESK

- a. Please proceed to the Help Desk for any clarification or queries apart from registration details.
- b. The Help Desk will also handle revocation of proxy’s appointment.

## 9. RECORDING OR PHOTOGRAPHY

- a. Strictly **NO** unauthorised recording or photography of the 6TH AGM proceedings is allowed.

## 10. ENQUIRY

- a. If you have any enquiries on the above, please contact our 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](mailto:is.enquiry@my.tricorglobal.com)