

BERJAYA CORPORATION BERHAD

[Registration No. 200101019033 (554790-X)]
(Incorporated in Malaysia)

Administrative Guide for Extraordinary General Meeting ("EGM" or "Meeting")

Meeting Day and Date	:	Thursday, 6 October 2022
Time	:	10.00 a.m.
Broadcast Venue	:	Manhattan V, Level 14, Berjaya Times Square Hotel Kuala Lumpur, No. 1 Jalan Imbi, 55100 Kuala Lumpur
Meeting Platform	:	Securities Services e-Portal at https://sshbs.net.my/
Registration	:	Virtual Meeting via Remote Participation and Voting facilities
Modes of Communication	:	Shareholders may: - (a) Type text in the e-Portal during live streaming at https://sshbs.net.my/ OR (b) Email questions to eservices@sshbs.com.my prior to the EGM

1. Virtual Meeting

- 1.1 As a precautionary measure amid Covid-19 pandemic and having regard to the well-being of the safety of the Company's shareholders, employees and Directors, the Board of Directors ("Board") and Management have decided that the EGM of the Company shall be conducted on a fully virtual basis via Remote Participation and Voting ("RPV") facilities.
- 1.2 The main and only venue of the EGM is the Broadcast Venue **which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 70 of the Company's Constitution** that requires the Chairman of the Meeting to be present at the main venue of the EGM. Shareholders/proxies/corporate representatives should not be physically present at the Broadcast Venue on the day of the EGM and will be requested to leave the Broadcast Venue.
- 1.3 In line with the Malaysian Code on Corporate Governance Practice 13.3, by conducting a virtual EGM, this 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 posing questions to the Board of the Company) and vote at the Meeting, safely from your home. Alternatively, you may also appoint a proxy or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Meeting.
- 1.4 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at the virtual Meeting. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

The Company, the Board and its management, registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the Meeting.

Administrative Guide for EGM (cont'd)

2. Entitlement to Participate and Vote

Only depositors whose names appear on the Record of Depositors as at **29 September 2022** shall be entitled to participate and/or vote at the EGM or appoint proxy/corporate representative(s) to participate and/or vote on his/her behalf by returning the duly executed Form(s) of Proxy.

3. Appointment of Proxy

If you are unable to attend and participate at the EGM via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the hard copy of the original Form of Proxy is deposited at the Company's Registered Office not less than forty-eight (48) hours before the time appointed for holding the EGM, i.e. latest by **Tuesday, 4 October 2022 at 10.00 a.m.** Details of the Company's Registered Office can be found in the enquiry section of this document.

If your appointed proxy is not an existing user of Securities Services e-Portal, he/she is required **to register as a user** (in accordance with the procedures as set out in the attached Securities Services e-Portal User Guide) **by Sunday, 2 October 2022 at 10.00 a.m.** All appointed proxy need not register for remote participation on Securities Services e-Portal. Upon processing of your Form of Proxy, we will grant your proxy access to remote participation at the Meeting to which he/she is appointed for instead of you, **provided that your proxy registers as a user of Securities Services e-Portal by Sunday, 2 October 2022 at 10.00 a.m.**, failing which, your proxy will not be able to participate at the Meeting. PLEASE NOTIFY YOUR PROXY ACCORDINGLY.

If you wish to personally participate in the Meeting, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.

4. Submission of Questions

- 4.1 Members and proxies who wish to submit questions before the EGM may send it via email to SS E Solutions Sdn Bhd at eservices@sshb.com.my no later than **10.00 a.m. on Tuesday, 4 October 2022**. Members and proxies are requested to indicate the name of company in the subject title of the email e.g. "Berjaya Corporation Berhad – Questions for EGM". Kindly state your full name and Mykad/Passport number/body corporation registration number for verification purpose and provide your mobile/ contact number, in the event SS E Solutions Sdn Bhd needs to contact you.
- 4.2 Members and proxies may submit their questions via the real time submission of typed texts through a text box within Securities Services e-Portal at <https://sshb.net.my/> before the start or during the live streaming of the EGM. In the event of any technical glitch in this primary mode of communication, shareholders and proxies may email their questions to eservices@sshb.com.my during the EGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/ Board/ relevant adviser during the EGM.

Administrative Guide for EGM (cont'd)

5. Voting Procedure

- 5.1 Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the Meeting will be conducted by poll. The Company has appointed SS E Solutions Sdn Bhd as the Poll Administrator to conduct the poll by way of electronic voting (“**e-Voting**”) and Commercial Quest Sdn Bhd as Independent Scrutineer to verify the results of the poll.
- 5.2 During the Meeting, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- 5.3 For the purpose of the Meeting, e-Voting can be carried out using either personal smart mobile phones, tablets, personal computers or laptops.
- 5.4 The polling will commence from the scheduled starting time of the Meeting and close five (5) minutes after the Chairman announces the final five (5) minutes for voting towards the end of the Meeting after the question and answer session.
- 5.5 The Independent Scrutineer will verify the poll results reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

6. Remote Participation and Voting

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the EGM [(ii) to (iv) through their authorised representatives].
- 6.2 If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, pose questions and/or submit your votes in real time whilst the Meeting is in progress.
- 6.3 Kindly follow the steps as set out in Securities Services e-Portal user guide to register for the RPV.

Administrative Guide for EGM *(cont'd)*

SECURITIES SERVICES E-PORTAL USER GUIDE

BEFORE THE EGM	
(A) Register as a user of Securities Services e-Portal (“e-Portal”) [if you are already a registered user, please go straight to (B)]	
<p>Step 1 - Visit https://sshsb.net.my/.</p> <p>Step 2 - Register as a user. You will be prompted to fill in your details and also to upload a copy of your identification card (Front and back separately) or passport.</p> <p>Step 3 - Wait for a notification email that will be sent within one (1) working day.</p> <p>Step 4 - Log in to e-Portal and verify your user account within seven (7) days of the notification email.</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1) This is a ONE-TIME Registration. If you are already a registered user of the e-Portal, you need not register again. 2) Your email address is your User ID. 3) All users must register latest by Tuesday, 4 October 2022 at 10.00 a.m. as ONE (1) working day is required to process all e-Portal user registrations.
(B) Register for Remote Participation	
<p>Step 1 - Log in to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2 - Look for “Berjaya Corporation Berhad” under Company Name and “EGM on 6 October 2022 at 10.00 a.m.–Registration for Remote Participation” under Corporate Exercise/Event and click “>” to register for remote participation at the EGM.</p> <p>Step 3 - Select whether you are participating as: (i) Individual shareholder; or (ii) Corporate or authorised representative of a body corporate – key in the body corporate’s name and registration number* and click “Submit”.</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1) If you wish to participate remotely at the EGM, please register for remote participation latest by Thursday, 6 October 2022 at 10.00 a.m. 2) A copy of your e-Registration for remote participation can be accessed via My Records. (Please refer to the left navigation panel in the e-Portal). 3) Your registration will apply to all the Central Depository System (“CDS”) account(s) of each individual shareholder/body corporate shareholder that you represent. 4) If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.

For body corporates, the appointed Corporate/Authorised Representative must upload the evidence of his/her authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in one (1) file. The original evidence of authority and its translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification by **Tuesday, 4 October 2022 at 10.00 a.m.*

Administrative Guide for EGM (cont'd)

SECURITIES SERVICES E-PORTAL USER GUIDE

ON THE EGM DAY ON THURSDAY, 6 OCTOBER AT 10.00 A.M.	
(A) Joining the Live Stream Meeting	
<p>Step 1</p> <ul style="list-style-type: none"> - Log in to https://sshsb.net.my/ with your registered User ID (email address) and password. <p>Step 2</p> <ul style="list-style-type: none"> - Look for “Berjaya Corporation Berhad” under Company Name and “EGM on 6 October 2022 at 10.00 a.m. – Live Stream Meeting” under Corporate Exercise/Event and click “>” to join the EGM. 	<p>Notes:</p> <ol style="list-style-type: none"> 1) You can start to log in thirty (30) minutes before the commencement of the EGM, i.e. Thursday, 6 October 2022 at 9.30 a.m. 2) If you have any questions to raise at the EGM, you may use the text box to submit your question. The Chairman/ Board/Management/relevant adviser(s) will endeavour to respond to your question during the Meeting. 3) The quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
(B) Remote Online Voting during the EGM (e-Voting)	
<p>Step 1</p> <ul style="list-style-type: none"> - If you are logged in to the e-Portal and already accessing the Live Stream Meeting, click “Proceed to Vote” under the live stream player <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - If you are not logged in yet, log in to https://sshsb.net.my/ with your registered User ID (email address) and password. - Look for “Berjaya Corporation Berhad” under Company Name and “EGM on 6 October 2022 at 10.00 a.m. – Remote Voting” under Corporate Exercise/Event and click “>” to remotely cast and submit your votes online for the resolutions tabled at the EGM. <p>Step 2</p> <ul style="list-style-type: none"> - Cast your votes by clicking on the radio buttons against each resolution and review your casted votes before submitting them. <p>Step 3</p> <ul style="list-style-type: none"> - Upon casting your votes, you will be re-directed automatically to the Live Stream Meeting for the poll result announcement. 	<p>Notes:</p> <ol style="list-style-type: none"> 1) The access to e-Voting will be opened on Thursday, 6 October 2022 at 10.00 a.m. 2) Your casted votes will apply throughout ALL the CDS accounts you represent as an individual shareholder, corporate/authorised representative and/or proxy. 3) Where you are attending as a proxy and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the Form of Proxy. 4) The access to e-Voting will be closed five (5) minutes after the Chairman announces the final five (5) minutes for voting towards the end of the Meeting after the question and answer session. 5) A copy of your submitted e-Voting can be accessed via My Records. (Please refer to the left navigation panel in the e-Portal).
(C) End of the Remote Participation	
<p>The live streaming of the meeting will end upon the announcement by the Chairman on the closure of the EGM.</p>	

Administrative Guide for EGM (cont'd)

Enquiry

If you have any enquiries prior to the EGM, please contact the following during office hours from Monday to Friday (9.00 a.m. to 6.00. p.m.) (except public holiday):

Registered Office

Address : Lot 13-01A, Level 13 (East Wing)
Berjaya Times Square
No. 1, Jalan Imbi
55100 Kuala Lumpur
General Line : 603-2149 1999
Fax Number : 603-2143 1685

The Share Registrar

Berjaya Registration Services Sdn Bhd
09-27, Level 9
Berjaya Times Square
No. 1, Jalan Imbi
55100 Kuala Lumpur

Contact person : Cik Suryani Binti Miswan
Tel : 603-2145 0533
Fax : 603-2145 9702
Email : shareg@berjayareg.com.my

OR

e-Services Assistance

If you have any enquiry relating to Securities Services e-Portal, please contact the following persons during office hours from Monday to Friday from 8.30 a.m. to 12.15 p.m. and 1.15 p.m. to 5.30 p.m. (except public holiday):

The Poll Administrator

SS E Solutions Sdn Bhd

Address : Level 7, Menara Milenium
Jalan Damanlela
Pusat Bandar Damansara
Damansara Heights
50490 Kuala Lumpur
General Line : 603-2084 9000
Email : eservices@sshshb.com.my

Contact person: Mr Wong Piang Yoong/ Ms Lee Pei Yeng/ Ms Rachel Ou/ Mr Nicholas Teoh
Telephone No. : 603-2084 9168/ 603-2084 9169/ 603-2084 9161/ 603-2084 9213