



DANCOMECH HOLDINGS BERHAD
Registration No. 201301020455 (1050285-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE VIRTUAL 10th ANNUAL GENERAL MEETING (“10th AGM”)

Date : Thursday, 25 May 2023
Time : 2.00 p.m.
Broadcast Venue : No. 19, Jalan Pelukis U1/46
Seksyen U1, 40150 Shah Alam
Selangor Darul Ehsan

MODE OF MEETING

1. With reference to the revised ‘Guidance and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia on 7 April 2022, Dancomech Holdings Berhad (“the Company”) will continue to leverage on technology to facilitate communication and engagement with its shareholders by conducting 10th AGM of the Company on a virtual basis through live streaming and online remote voting from the Broadcast Venue.
2. The Broadcast Venue is strictly to comply with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the Meeting. Shareholders/proxies from the public will NOT be allowed to be physically present at the Broadcast Venue on the day of the 10th AGM.
3. Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 10th AGM has commenced. 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.

You may post your questions in relation to matters of discussion in the 10th AGM in advance to the Company by email to: DANCO_AGM@dancomech.com.my.

REGISTRATION AND DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES

4. As no shareholder/proxies should be physically present at the Broadcast Venue on the day of the Meeting, shareholders/proxies who wish to participate in the 10th AGM will have to register online and participate remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/UUetnS> (please refer to paragraph 7 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the DBF.
5. With the DBF and the meeting link, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the 10th AGM, at the comfort of your home or from any location.
6. Shareholders may use the *Questions’ Pane* facility (located at the top right corner of the screen) to submit questions in real time during the Meeting via the Live-Streaming solution. Shareholders may also submit questions before the Meeting via email to AGM-support.Dancomech@megacorp.com.my in relation to the agenda items for the 10th AGM.
7. Kindly follow the steps below to ensure that you can obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the 10th AGM online:
 - (a) Open this link <https://vps.megacorp.com.my/UUetnS>, or scan the QR code at the top right corner of this document, and submit all the details requested at least forty-eight (48) hours before the time of the 10th AGM.
 - (b) Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the Meeting as proxy via online, as in Step (a) above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF or participate in the Meeting.

- (c) Alternatively, you may deposit your Form of Proxy, duly completed with the proxy's email address and mobile phone number, at the office of Poll Administrator, **Mega Corporate Services Sdn Bhd** ("MegaCorp") at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur or email to **AGM-support.Dancomech@megacorp.com.my** at least forty-eight (48) hours before the time appointed for holding the Meeting or adjourned meeting at which the person named in the instrument proposed to vote and in default the instrument of proxy shall not be treated as valid.
- (d) For corporate shareholders / nominee accounts, please execute Form of Proxy as per step (c) above.
- (e) Upon verification on your registration, the Poll Administrator, MegaCorp, will send the following via email:
 - i. **Meeting Link** – for the Live-Streaming Session; and
 - ii. **DBF** – for Voting Purposes.

POLL VOTING

- 8. The voting of the 10th AGM will be conducted by a poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed MegaCorp as the Poll Administrator to conduct the polling process by way of electronic voting, and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.
- 9. Shareholders/proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session at the 10th AGM, the Scrutineers will verify the poll results after which the Chairman of the 10th AGM will announce the poll results of the resolutions.

RECORD OF DEPOSITORS ("ROD") FOR THE 10th AGM

- 10. The date of ROD for the 10th AGM is 18 May 2023. As such, only members whose names appear in the ROD as at 18 May 2023 shall be entitled to attend, participate, speak and vote at the 10th AGM or appoint proxy(ies) / corporate representative(s) to attend, participate and vote on his / her behalf.

NO DOOR GIFTS / VOUCHER

- 11. There will be no distribution of door gifts or voucher for the 10th AGM of the Company.

RECORDING OR PHOTOGRAPHY

- 12. Unauthorised recording or photography of the proceedings of the 10th AGM are strictly prohibited.

ENQUIRY

If you have any enquiries prior to the 10th AGM, please contact the following persons during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Poll Administrator

Mega Corporate Services Sdn. Bhd.

E-mail : **AGM-support.Dancomech@megacorp.com.my**
Telephone No. : +603 2694 8984
Alfred : +6012 912 2734
Hisham : +6012 252 9136

Dancomech Holdings Berhad

Mr Tang Yuen Kin

E-mail : **DANCO_AGM@dancomech.com.my**
Telephone No. : +603 5569 2929
Facsimile No. : +603 5569 2935 / 37

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.