



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

**ADMINISTRATIVE NOTES**  
**FOR THE 11<sup>th</sup> ANNUAL GENERAL MEETING (“11<sup>th</sup> AGM” or “the Meeting”)**

Date : **Thursday, 30 May 2024**  
Time : **2:00 p.m.**  
Broadcast Venue : **No. 19, Jalan Pelukis U1/46, Seksyen U1, 40150 Shah Alam, Selangor**

**Voting via Digital Ballot Form at a Virtual 11<sup>th</sup> AGM**

1. The 11<sup>th</sup> AGM of Dancomech Holdings Berhad (“**the Company**”) will be conducted on a virtual basis through live streaming from the Broadcast Venue.
2. The Broadcast Venue is strictly for the purpose of complying 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 attend the 11<sup>th</sup> AGM in person at the Broadcast Venue on the day of the Meeting.
3. This is a Virtual 11<sup>th</sup> AGM. Shareholders who wish to participate at the Meeting will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/dB6nuY> (please refer to paragraph 6 for further details). After the registration is validated and accepted, shareholders will receive an email to grant access to the Meeting Link and the **Digital Ballot Form (“DBF”)**.
4. With the DBF and the Meeting Link, you may exercise your right as a shareholder of the Company to participate and vote during the Meeting, at the comfort of your home or from any location.
5. 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 the following e-mail address in relation to the agenda items for the 11<sup>th</sup> AGM:  
**[AGM-support.Dancomech@megacorp.com.my](mailto:AGM-support.Dancomech@megacorp.com.my)**

**Registration Procedure**

6. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the Meeting online:
  - a. Open the link at <https://vps.megacorp.com.my/dB6nuY> or scan the QR code at the top right corner of this document, and submit all requisite details at least forty-eight (48) hours before the 11<sup>th</sup> AGM.
  - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the Meeting as proxy online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to 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 the Poll Administrator at least 48 hours before the 11<sup>th</sup> AGM at:  
**Mega Corporate Services Sdn. Bhd.**  
Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan  
**or;**  
Submit via e-mail to:  
**[AGM-support.Dancomech@megacorp.com.my](mailto:AGM-support.Dancomech@megacorp.com.my)**
  - 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, Mega Corporate Services Sdn. Bhd., will send the following via email:
- i. **Meeting Link** – for the Live-Streaming Session
  - ii. **DBF** – for Voting Purposes

#### **Record of Depositors (“ROD”) for the 11<sup>th</sup> AGM**

7. The date of ROD for the Meeting is Thursday, 23 May 2024. As such, only shareholders whose name appear in the ROD shall be entitled to participate and vote at the Meeting or appoint proxy(ies) / corporate representative(s) to participate and vote on his / her behalf.

#### **Poll Voting**

8. The voting of the Meeting will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
9. Shareholders 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 for the Meeting, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

#### **No Gifts/Voucher**

10. There will be no distribution of gifts or vouchers for the 11<sup>th</sup> AGM of the Company. The Company would like to thank all its shareholders for their kind co-operation and understanding on this matter.

#### **Recording or Photography**

11. Unauthorised recording or photography of the proceedings of the 11<sup>th</sup> AGM are strictly prohibited.

#### **Enquiry**

If you have any enquiries prior to the 11<sup>th</sup> AGM, please contact the following persons during office hours (Monday to Friday):

#### **Poll Administrator**

Mega Corporate Services Sdn Bhd

E-mail : [AGM-support.Dancomech@megacorp.com.my](mailto:AGM-support.Dancomech@megacorp.com.my)

Telephone No. : +60 (3) 2694 8984

Alfred : +60 (12) 912 2734

Hisham : +60 (12) 252 9136

#### **Dancomech Holdings Berhad**

Mr Tang Yuen Kin

E-mail : [DANCO\\_AGM@dancomech.com.my](mailto: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.