



AT SYSTEMATIZATION BERHAD

Registration No. 200401006297 (644800-X)
(Incorporated in Malaysia)

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

Date	Time	Broadcast Venue
Tuesday, 26th September 2023	2.00 p.m.	Broadcast Venue at Lot 4.1, 4th Floor Menara Lien Hoe, No. 8, Persiaran Tropicana Tropicana Golf & Country Resort 47410 Petaling Jaya, Selangor Darul Ehsan

MODE OF MEETING

The 19th AGM will be conducted entirely through live streaming from the Broadcast Venue.

The Broadcast Venue is strictly for the purpose of complying with Section 327 (2) of the Companies Act 2016 which stipulates that the Chairman of the Meeting shall be at the main venue of the AGM. Shareholders of the Company (**Members**) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the AGM.

Members whose names appear on the General Meeting Record of Depositors on 19 September 2023 shall be eligible to participate in the 19th AGM remotely by using the Remote Participation and Voting (**RPV**) Facilities as per the details set out below.

RPV

The 19th AGM will be conducted entirely through live streaming and online remote voting. Members are encouraged to participate the 19th AGM by using the RPV Facilities. With the RPV Facilities, Members may exercise their rights to participate (including to pose any questions to the Board of Directors (**Board**) and the Management of the Company) and vote at the 19th AGM.

Individual Members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the 19th AGM.

If an Individual Members is unable to participate the 19th AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting to participate on his/her behalf and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Corporate Members (through Corporate Representative(s) or appointed proxy(ies) are also strongly advised to participate and vote remotely at the 19th AGM by using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the 19th AGM will be required to provide the following documents to the Share Registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, W. P. Kuala Lumpur no later than **Sunday, 24 September 2023 at 2.00 p.m.:**

- i. Certificate of Appointment of its Corporate Representative or Form of Proxy under the Seal of the Corporation;
- ii. Copy of the Corporate Representative's or Proxy's MyKad (front and back) / Passport; and
- iii. Corporate Representative's or Proxy's email address and mobile phone number.

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If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to participate the 19th AGM, the Corporate Member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

In respect of **Members** who is an **Authorised Nominee and Exempt Authorised Nominee (Nominee Company)**, the beneficial owners of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the 19th AGM using RPV Facilities. Beneficial owner, who wish to participate and vote remotely at the 19th AGM, can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 19th AGM. Nominee Company will be required to provide the following documents to the Share Registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, W. P. Kuala Lumpur not later than **Sunday, 24 September 2023 at 2.00 p.m.:**

- i. Form of Proxy under the Seal of the Nominee Company;
- ii. Copy of the Proxy's MyKad (front and back) / Passport; and
- iii. Proxy's email address and mobile phone number.

If a beneficial owner is unable to participate in the 19th AGM, it is encouraged to request its Nominee Company to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The procedures for the RPV Facilities in respect of the live streaming and remote voting at the 19th AGM are as follows:

Procedures	Action
Before the AGM	
1. Register as participant for the 19 th AGM 	<ul style="list-style-type: none"> • Using your computer, access the registration website at http://rebrand.ly/AT-AGM • If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. • Click Register and enter your email followed by Next to fill in your details to register for the 19th AGM session. • Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. • The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
2. Submit your online registration	<ul style="list-style-type: none"> • Members, who wish to participate and vote remotely at the 19th AGM via RPV Facilities, are required to register prior to the Meeting. The registration will open from 2.00 p.m. on Monday, 31 July 2023 and close at 2.00 p.m. on Sunday, 24 September 2023. • Clicking on the link mentioned in item 1 will redirect you to the 19th AGM event page. Click on the Register link for the online registration form.

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Procedures	Action
Before the AGM	
	<ul style="list-style-type: none"> Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). Insert your CDS account number(s) and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declaration. Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration with the General Meeting Record of Depositors of the Company as at 19 September 2023, the system will send you an email to notify you if your registration is approved or rejected after 18 September 2023. If your registration is rejected, you can contact the Company’s Poll Administrator for clarifications or to appeal.
On the day of AGM	
3.	<p>Attending 19th AGM</p> <ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email will be sent one day before the date of the 19th AGM, while the second email will be sent 1 hour before the commencement of the 19th AGM session. Click Join Event in the reminder email to participate the RPV.
4.	<p>Participate with live video</p> <ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/Board, you may use the Q&A panel to send in your questions. The Chairman/Board will try to respond to the relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The whole session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
5.	<p>Online Remote Voting</p> <ul style="list-style-type: none"> The Chairman will announce the commencement of the voting session and the duration allowed at the 19th AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	<p>End of RPV Facility</p> <p>Upon the announcement by the Chairman on the closure of the 19th AGM, the live session will end.</p>

APPOINTMENT OF PROXY

Members, who appoint proxy(ies) to participate via RPV Facilities in the 19th AGM, shall deposit the completed duly executed Form of Proxy at Share Registrar’s office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, W. P. Kuala Lumpur or fax to 03-6413 3271 or email to infosr@wscs.com.my not later than **Sunday, 24 September 2023 at 2.00 p.m.**

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Please note that if an Individual Member has submitted his/her Form of Proxy prior to the 19th AGM and subsequently decides to personally participate in the 19th AGM via RPV Facilities, the Individual Member shall inform Share Registrar using the contact details as set out below to revoke the appointment of his/her proxy(ies) not later than **Sunday, 24 September 2023 at 2.00 p.m.**

POLL VOTING

The voting at the 19th AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Workshire Share Registration Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

The Scrutineers will verify the poll results and the Chairman will declare whether the resolutions are duly passed or otherwise.

NO RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 19th AGM is allowed.

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be **NO** distribution of breakfast / lunch packs, door gifts or food vouchers to the Members or Proxy(ies) who participate in the 19th AGM.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following officers during the office hours from 9.00 a.m. to 5.30 p.m. on Mondays to Fridays (except public holidays) at:

For registration, logging in and system related:

InsHub Sdn. Bhd.

Name: Ms. Eris/ Ms Jey
Telephone: 03-7688 1013
Email: vgm@mlabs.com

For Proxy and other matters:

Workshire Share Registration Sdn Bhd

Name: Mr. Vemalan / Mr. Tee Yee Loon
Telephone: 03-6413 3271
Email: infosr@wscs.com.my