



AT SYSTEMATIZATION BERHAD

Registration No. 200401006297 (644800-X)

(Incorporated in Malaysia)

EXTRAORDINARY GENERAL MEETING (“EGM”)

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Broadcast Venue</u>
Friday, 22 December 2023	11:00 a.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 EGM 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 EGM. Shareholders of the Company (**Members**) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the EGM.

Members whose names appear on the General Meeting Record of Depositors on 15 December 2023 shall be eligible to participate in the EGM remotely by using the Remote Participation and Voting (“RPV”) Facilities as per the details set out below.

RPV

The EGM will be conducted entirely through live streaming and online remote voting. Members are encouraged to participate the EGM 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 EGM.

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

If an Individual Members is unable to participate in the EGM, 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 EGM by using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the EGM 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 **Wednesday, 20 December 2023 at 11:00 a.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.


If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to participate in the EGM, 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 EGM using RPV Facilities. Beneficial owner, who wish to participate and vote remotely at the EGM, can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the EGM. 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 **Wednesday, 20 December 2023 at 11:00 a.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 EGM, 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 EGM are as follows:

Procedures	Action
Before the EGM	
1. Register as participant for the EGM 	<ul style="list-style-type: none"> • Using your computer, access the registration website at https://rebrand.ly/AT-EGM • 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 EGM 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 EGM via RPV Facilities are required to register prior to the Meeting. The registration will open on Wednesday, 29 November 2023 from 5:00 p.m. and close on Wednesday, 20 December 2023 at 11:00 a.m. • Clicking on the link mentioned in item 1 will redirect you to the EGM event page. Click on the Register link for the online registration form.

Procedures		Action
Before the EGM		
		<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 15 December 2023, the system will send you an email to notify you if your registration is approved or rejected after 16 December 2023. • If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.
On the day of EGM		
3.	Attending EGM	<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 EGM, while the second email will be sent 1 hour before the commencement of the EGM session. • Click Join Event in the reminder email to participate the RPV.
4.	Participate with live video	<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.	Online Remote Voting	<ul style="list-style-type: none"> • The Chairman will announce the commencement of the voting session and the duration allowed at the EGM. • The list of resolutions for voting will appear at the right-hand side of your computer screen under "chat". You are required to access the link and 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.	End of RPV Facility	Upon the announcement by the Chairman on the closure of the EGM, the live session will end.

APPOINTMENT OF PROXY

Members, who appoint proxy(ies) to participate via RPV Facilities in the EGM, 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 3270 or email to infosr@wscs.com.my not later than **Wednesday, 20 December 2023 at 11:00 a.m.**

Please note that if an Individual Member has submitted his/her Form of Proxy prior to the EGM and subsequently decides to personally participate in the EGM 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 **Wednesday, 20 December 2023 at 11:00 a.m.**

POLL VOTING

The voting at the EGM 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 EGM 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 EGM.

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/ Mr. Calvin
Telephone: 03-7688 1013
Email: vgm@mlabs.com

For Proxy and other matters:

Workshire Share Registration Sdn. Bhd.

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