



**HCK Capital Group Berhad**  
Registration No. 199901010064 (484964-H)  
[Incorporated in Malaysia]

## **ADMINISTRATIVE GUIDE FOR THE 23<sup>RD</sup> ANNUAL GENERAL MEETING**

<b>Date</b>	:	Thursday, 16 June 2022
<b>Time</b>	:	11:00 a.m.
<b>Fully Virtual Meeting accessible at</b>	:	Online Meeting Platform via Vote2U at <a href="https://web.vote2u.my">https://web.vote2u.my</a>
<b>Domain Registration Number with MYNIC</b>	:	D6A471702
<b>Broadcast Venue</b>	:	H-15-01, Level 15, Block H, Empire City, Damansara Perdana, Jalan PJU 8, 47820 Petaling Jaya, Selangor Darul Ehsan

The 23<sup>rd</sup> AGM of HCK Capital Group Berhad (“**HCK**” or “**the Company**”) will be conducted virtually through live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities provided by Vote2U via online platform at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at your location and the device you use. Hence, you are to ensure that your internet connectivity throughout the duration of the meeting is maintained.

### **Entitlement to Participate and Vote Remotely**

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at 2 June 2022 shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

### **PROCEDURES TO PARTICIPATE IN RPV FACILITIES**

Please follow the procedures to participate in RPV facilities as summarized below:

### **BEFORE MEETING DAY**

<b>A: REGISTRATION</b>		
	<b>Description</b>	<b>Procedure</b>
i.	Shareholders to Register with Vote2U - Individual Shareholders	<p>a. Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></p> <p>b. Select “<b>Sign Up</b>” to sign up as user.</p> <p>c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ by clicking on a small box . Then select “<b>Next</b>”.</p> <p>d. Fill-in your details – (i) ensure your email address is valid &amp; (ii) create your own password. Then select “<b>Continue</b>”.</p> <p>e. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo).</p> <p>f. Registration as user completed.</p> <p>g. The registration will be verified and an email notification will be sent to your registered email address in due course.</p> <p><i>Note:</i> <i>If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</i></p>

B: REGISTRATION AS PROXY		
	Description	Procedure
i.	Submit Proxy Form (hard copy) <ul style="list-style-type: none"> <li>- Individual Shareholders</li> <li>- Corporate Shareholders</li> <li>- Authorised Nominee</li> <li>- Exempt Authorised Nominee</li> </ul>	a. Fill-in the details of the Proxy Form by providing the following information: <ul style="list-style-type: none"> <li>o Proxy(ies) &amp; Corporate Representative               <ul style="list-style-type: none"> <li>- Name</li> <li>- Number of MyKAD for Malaysian or passport for non-Malaysian</li> <li>- Address and email address – ensure email address is valid</li> </ul> </li> </ul> b. Corporate Representative only – deposit the hard copy of Proxy Form with Corporation’s Common Seal or under the hand of an officer or attorney so authorised to the address as stated on the Proxy Form. c. Individual shareholders, authorised nominee and exempt authorised nominee - deposit the hard copy Proxy Form to the address as stated on the Proxy Form. d. Submitted Proxy Form will be verified. e. After verification, proxy(ies) and corporate representative will receive an email notification with temporary credentials, i.e. email address & password, to log in to Vote2U.

### ON GENERAL MEETING DAY

1.	Log in to <a href="https://web.vote2u.my">https://web.vote2u.my</a> with your registered email address and password.  For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.	
2.	Vote2U will be opened for log in <b>one (1) hour</b> before the commencement of the general meeting you are attending.	
3.	When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:	
	Description	Procedure
i.	Livestream	a. Select “ <b>Watch Live</b> ” button to view the livestream.
ii.	Ask Question (real-time)	a. Select “ <b>Ask Question</b> ” button to pose a question. b. Type in your question and select “ <b>Submit</b> ”.  <i>Note:</i> <i>The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies and corporate representatives during the meeting.</i>
iii.	Remote Voting	a. On the main page, scroll down and select “ <b>Confirm Details &amp; Start Voting</b> ”. b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “Next” to continue voting for all resolutions. c. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select “ <b>Confirm</b> ” to submit your vote.  <i>Note:</i> <i>Once you have confirmed and submitted your votes, you are not able to change your voting choices.</i>
iv.	View Voting Results	a. On the main page, scroll down and select “ <b>View Voting Results</b> ”.
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

## **ADDITIONAL INFORMATION**

### **Voting Procedure**

Pursuant to paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the Poll Administrator to conduct the polling process and Aegis Communication Sdn. Bhd. as the Independent Scrutineers to verify the results of the poll.

Upon completion of the voting session for the 23<sup>rd</sup> AGM, the Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

### **No Recording or Photography**

Unauthorised recording and photography of the proceedings of the 23rd AGM are strictly prohibited.

### **No e-Voucher, Gift, and Food Voucher**

There will be no e-Voucher, gift, or food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

### **Enquiry**

For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : +603-7664 8520 / 03-7664 8521

Email : [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)