

## ADMINISTRATIVE DETAILS

### EXTRAORDINARY GENERAL MEETING OF MIECO CHIPBOARD BERHAD

- Date : Tuesday, 14 December 2021
- Time : 10:00 a.m.
- Meeting Platform : [www.metramanagement.com.my](http://www.metramanagement.com.my)
- Mode of communication : Shareholders may submit questions to the Board of Directors (“Board”) prior to the Extraordinary General Meeting (“EGM”) to [elaine@mieco.com.my](mailto:elaine@mieco.com.my) no later than 10:00 a.m. on Wednesday, 8 December 2021 or to use the Question and Answer (“Q&A”) Platform to transmit questions to the Board via Remote Participation and Voting (“RPV”) facilities during live streaming.
- Broadcast Venue : Board Room, No. 1, Block C, Jalan Indah 2/6, Taman Indah, Batu 11, 43200 Cheras, Selangor.

#### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the EGM will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and revised on 16 July 2021.

We strongly encourage you to use the RPV facilities to participate in the EGM as a way for us to jointly share the responsibility to minimise the risk of COVID-19 infections. Hence, **No Shareholder/Proxy** from the public will be allowed to be physically present at the Broadcast Venue on the day of the EGM.

#### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

- Please note that the RPV Facilities is available to:
  - (i) Individual members;
  - (ii) Proxy holders;
  - (iii) Corporate shareholders;
  - (iv) Authorised Nominees; and
  - (v) Exempt Authorised Nominees } (“The Participant(s)”)
- The EGM will be conducted through live streaming and online remote voting. The Participant(s) is/are encouraged to attend the EGM by using the RPV Facilities provided by Metra Management Sdn. Bhd. (“Metra Management”). With the RPV Facilities, you may exercise your rights as a shareholder of the Company to participate (including to pose questions to the Board) and vote remotely at the EGM.
- Shareholders who are not able to participate in the EGM are encouraged to appoint the Chairman of the Meeting to vote on your behalf at the EGM by completing and indicating the voting instruction in the Form of Proxy which is available at [www.metramanagement.com.my](http://www.metramanagement.com.my).
- Proxies or Corporate representatives/Authorised Nominees/Exempt Authorised Nominees who wishes to use the RPV Facilities at the EGM, please ensure the duly executed form of proxy or the original certificate of appointment of its corporate representative are to be submitted to Metra Management Sdn Bhd not later than Sunday, 12 December 2021 at 10:00 a.m.

5. The Participant(s) is/are encouraged to send in their questions before the meeting to [elaine@mieco.com.my](mailto:elaine@mieco.com.my) in relation to the agenda items for the EGM.
6. The Participant(s) is/are to read and follow the procedures for the RPV Facilities as summarised below:-

	Procedure	Action
	<b>Before the day of the EGM</b>	
(i)	Register as a user	<ul style="list-style-type: none"> <li>• Access website <a href="http://www.metramanagement.com.my">www.metramanagement.com.my</a></li> <li>• Click &lt;Login&gt; followed by &lt;Register New User&gt; to sign up as a user.</li> <li>• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (front and back) or Passport.</li> <li>• Read and agree to the terms &amp; condition and thereafter submit your registration.</li> <li>• Please enter a valid email address in order for you to receive the verification email from Metra Management.</li> <li>• Your registration will be verified and approved by Metra Management. Once approved, an email notification will be sent to you.</li> <li>• If you are already a user with Metra Management, you are not required to register again.</li> </ul>
	<b>On the day of EGM</b>	
(ii)	Login to <a href="http://www.metramanagement.com.my">www.metramanagement.com.my</a>	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the EGM at any time from 9:30 a.m. i.e. 30 minutes before the commencement of EGM on Monday, 13 December 2021 at 10.00 a.m.</li> <li>• If you have forgotten your password, you can reset it by clicking “Forget Password”.</li> </ul>
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select “Virtual Meeting” under main menu.</li> <li>• Click “Join Meeting” in order to join the live video streaming.</li> <li>• If you have any question(s) during the EGM, you may use the Q&amp;A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman/Board/Management will try to respond to all relevant questions submitted during the EGM. If there is time constraint in answering the questions during the EGM, the responses will be emailed to you at the earliest possible time after the end of the EGM.</li> <li>• If you are using a smartphone to participate in the EGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the EGM.</li> <li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
(iv)	Online remote voting	<ul style="list-style-type: none"> <li>• Please select the “Voting” option located next to “Join Meeting” to indicate your votes for the resolutions that are tabled for voting.</li> </ul>

		<ul style="list-style-type: none"> <li>• Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li> <li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(v)	End of RPV facilities	<ul style="list-style-type: none"> <li>• The RPV Facilities will end and the Q&amp;A platform will be disabled the moment the Chairman announces the closure of the EGM.</li> </ul>

#### **NO BREAKFAST/LUNCH PACK & DOOR GIFT**

- There will be **NO DISTRIBUTION** of food packs or door gifts during the EGM as the meeting will be conducted on fully virtual basis.

#### **GENERAL MEETING RECORD OF DEPOSITORS**

- For the purpose of determining a member who shall be entitled to attend the EGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 69 of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 6 December 2021. Only a depositor whose name appears on the Record of Depositors as at 6 December 2021 shall be entitled to attend the said meeting remotely or appoint proxies to attend and vote on his/her behalf.

#### **PROXY**

- Since the EGM will be conducted via a virtual meeting, a Shareholder can appoint the Chairman of the Meeting as proxy to vote on your behalf at the EGM by completing and indicating the voting instruction in the form of proxy which is available at [www.metramanagement.com.my](http://www.metramanagement.com.my).
- You may submit your Form of Proxy to the Share Registrar, Metra Management Sdn. Bhd. by fax at 03-26980313 or e-mail to [corporate@mweh.com.my](mailto:corporate@mweh.com.my). However, please ensure that the Original Form of Proxy is deposited at Share Registrar's office at 35<sup>th</sup> Floor, Menara Multi-Purpose, Capital Square, No. 8, Jalan Munshi Abdullah, 50100 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

#### **POLL VOTING**

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the EGM of the Company shall be put to vote by way of a poll. The Company has appointed Metra Management Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Corporate Services Sdn Bhd as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolution before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iv) of the above Procedures section for guidance on how to vote remotely from Metra Management's website ([www.metramanagement.com.my](http://www.metramanagement.com.my)).
- The Independent Scrutineers will verify the poll results followed by the Chairman's announcement and declaration on whether the resolution is duly passed.

#### **RESULTS OF THE VOTING**

- The results of the voting for all resolutions will be announced at the EGM and on Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com)

**RECORDING OR PHOTOGRAPHY**

- Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

**ENQUIRY**

- If you have any enquiry prior to the virtual meeting, please contact our Share Registrar during office hours:

Metra Management Sdn Bhd  
35<sup>th</sup> Floor, Menara Multi-Purpose, Capital Square,  
No. 8, Jalan Munshi Abdullah, 50100 Kuala Lumpur.  
Telephone Number : 03-2698 3232  
Fax Number : 03-2698 0313  
Email : [corporate@mweh.com.my](mailto:corporate@mweh.com.my)