



## MICROLINK SOLUTIONS BERHAD

[Registration No. 200301018362 (620782-P)]  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE 17<sup>TH</sup> ANNUAL GENERAL MEETING (17<sup>TH</sup> AGM)

<b>Date</b>	:	Monday, 28 September 2020
<b>Time</b>	:	10.00am
<b>Broadcast Venue</b>	:	Redwood Meeting Room, Ho Hup Tower - Aurora Place, 2-09-01 - Level 9, Plaza Bukit Jalil, No. 1, Persiaran Jalil 1, Bandar Bukit Jalil, 57000 Kuala Lumpur, Malaysia
<b>Meeting Platform</b>	:	<a href="https://agm.omesti.com">https://agm.omesti.com</a>
<b>Registration</b>	:	Virtual Meeting via Remote Participation and Electronic Voting (RPEV) facilities
<b>Mode of Communication</b>	:	Shareholders may pose questions during live streaming at <a href="https://agm.omesti.com">https://agm.omesti.com</a>

#### VIRTUAL MEETING

In light of the Coronavirus (COVID-19) pandemic and as part of the safety measures and control for the well-being of the shareholders of Microlink Solutions Berhad (Microlink or the Company), the 17<sup>th</sup> AGM of the Company will be conducted on a fully virtual basis through live streaming and online remote voting using the RPEV facilities. This is in line with the Guidance Notes and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and its subsequent revisions including any amendments that may be made from time to time.

Please note that the quality of the live webcast and online remote voting throughout the 17<sup>th</sup> AGM are dependent on your internet bandwidth and stability of your internet connection.

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.

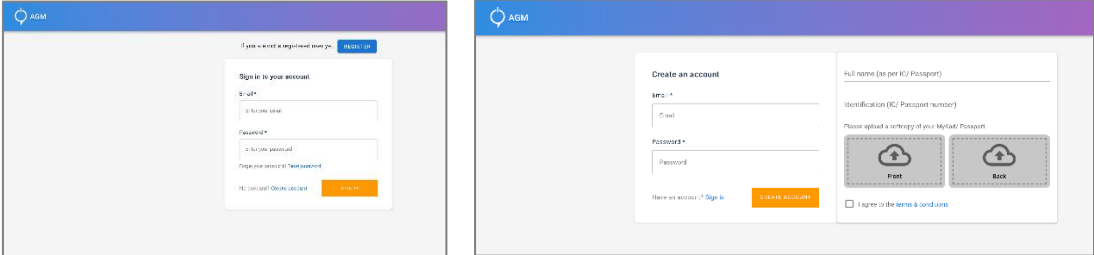
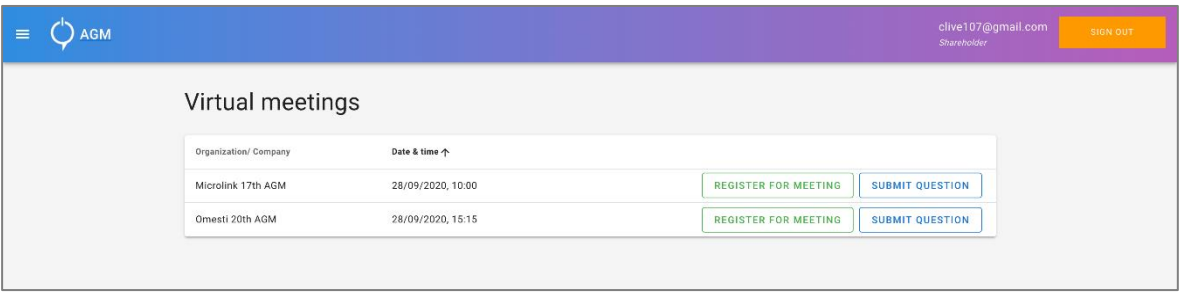
**SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS** from the public are **NOT PERMITTED** to be physically present at the Broadcast Venue on the day of the 17<sup>th</sup> AGM.

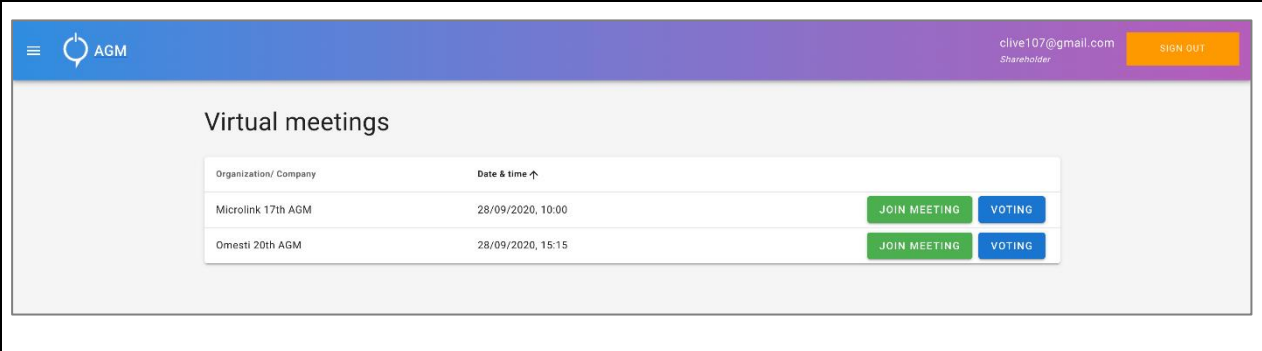
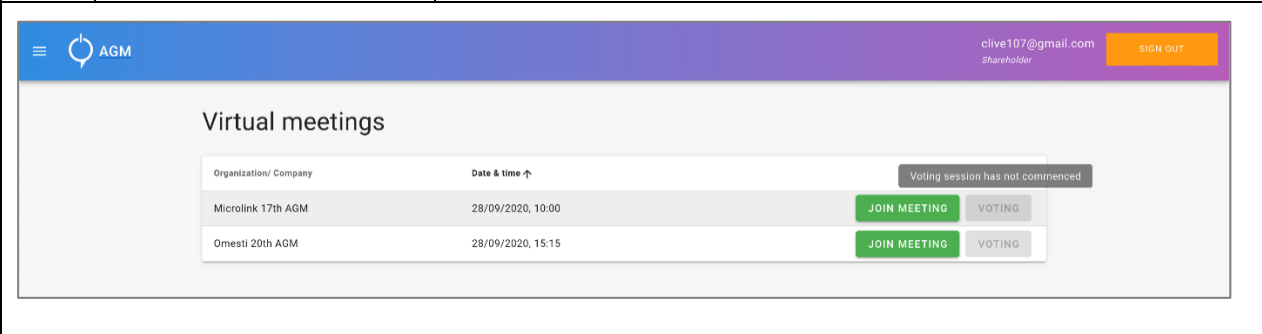
#### RPEV FACILITIES

Shareholders are to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 17<sup>th</sup> AGM using RPEV facilities provided by the Company via its website portal at <https://agm.omesti.com> (Portal).

## PROCEDURES FOR RPEV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 17<sup>th</sup> AGM remotely using the RPEV facilities, are to follow the requirements and procedures as summarised below:

Procedures	Action
<b>Before the day of the 17<sup>th</sup> AGM</b>	
1. <b>Register as a User</b>	<ul style="list-style-type: none"> <li>• <b>IMPORTANT NOTE:</b> All shareholders AND proxies <b>must register</b> as users on the Virtual AGM platform.</li> <li>• Registration will open from 9.00am, Tuesday, 15 September 2020</li> <li>• Access the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a>.</li> <li>• Click <b>Login</b> followed by <b>Register</b> to sign up as a user.</li> <li>• Complete your registration by filling in the information required and upload a softcopy of your MyKAD (front and back) or Passport.</li> <li>• Read and agree to the terms &amp; conditions and then click <b>Submit</b>.</li> <li>• Your registration will be verified and, once approved, an email will be sent to you. Your email address must be valid in order for you to receive your verification email.</li> </ul>
	
2. <b>Register intent to participate in 17<sup>th</sup> AGM</b>	<ul style="list-style-type: none"> <li>• You must register your intent to participate in the 17<sup>th</sup> AGM <b>latest by 10.00am on 27 September 2020</b>. Registration will be available from 9.00am, Tuesday, 15 September 2020 onwards.</li> <li>• Login at the Virtual AGM portal, go to <b>Main Menu</b>, select <b>Virtual Meeting</b>.</li> <li>• On the <b>Microlink 17<sup>th</sup> AGM</b> row, select <b>Register For Meeting</b>.</li> <li>• Fill in your details as required, including your CDS number.</li> <li>• Your participation will be validated on 27 September 2020 and you will receive an email confirming same. The email will contain a link for you to join the 17<sup>th</sup> AGM. Alternatively, follow the steps below.</li> </ul>
3. <b>Submit Questions before the 17<sup>th</sup> AGM</b>	<ul style="list-style-type: none"> <li>• Select <b>Virtual Meeting</b> under Main Menu.</li> <li>• On the <b>Microlink 17<sup>th</sup> AGM</b> row, select <b>Submit Question</b> to post your questions before the 17<sup>th</sup> AGM starts.</li> </ul>
	

Procedures	Action
<b>On the day of the 17<sup>th</sup> AGM</b>	
<p>4. <b>Login to Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a> and participate through Live Streaming</b></p>	<p><b>EITHER:</b></p> <ul style="list-style-type: none"> <li>Click on the <b>link in your confirmation email</b> at any time <b>within 30 minutes before the start of the 17<sup>th</sup> AGM.</b></li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li><b>Login</b> to the portal and click <b>Join Meeting.</b></li> <li>You will join the live streaming of the 17<sup>th</sup> AGM.</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>
 <p>The screenshot shows the AGM portal interface. At the top, there is a navigation bar with the AGM logo, the user's email (clive107@gmail.com), and a 'SIGN OUT' button. Below the navigation bar, the page title is 'Virtual meetings'. A table lists two meetings: 'Microlink 17th AGM' and 'Omesti 20th AGM'. Each meeting row has a 'JOIN MEETING' button and a 'VOTING' button.</p>	
<p>5. <b>Ask Questions During the 17<sup>th</sup> AGM</b></p>	<ul style="list-style-type: none"> <li>If you have any question(s) during the 17<sup>th</sup> AGM for the Chairman/Board/Management, you may use the <b>Chat</b> function on the right of the Live video to submit your question(s).</li> <li>The Chairman/Board/Management will try to respond to all relevant questions submitted during the 17<sup>th</sup> AGM. If there is a time constraint in answering such questions during the 17<sup>th</sup> AGM, the responses will be published at the Company's website at the earliest possible time after the 17<sup>th</sup> AGM.</li> </ul>
<p>6. <b>Online Remote Voting</b></p>	<ul style="list-style-type: none"> <li>Select the <b>Voting</b> option located next to <b>Join Meeting</b> to indicate your votes for the resolutions that are tabled.</li> <li>Voting session will commence once the Chairman of the 17<sup>th</sup> AGM declares that the voting platform is activated and will end upon declaration by the Chairman.</li> <li>Cast your vote on all resolutions as shown on the screen and indicate your vote for each. Once submitted, your votes will be final and cannot be changed.</li> </ul>
 <p>The screenshot shows the AGM portal interface with a message 'Voting session has not commenced' displayed above the meeting table. The 'VOTING' buttons are now disabled (greyed out).</p>	
<p>7. <b>End of RPEV facilities</b></p>	<ul style="list-style-type: none"> <li>The RPEV facilities will end and the <b>Submit Question / Chat</b> functions will be disabled as soon as the Chairman of the 17<sup>th</sup> AGM announces the closure of the 17<sup>th</sup> AGM.</li> </ul>

**Note to users of the RPEV facilities:**

- (a) Once your application to join the 17<sup>th</sup> AGM is approved, you will be granted the rights to participate in the live stream broadcast of the 17<sup>th</sup> AGM and to vote remotely. Your login to the Portal on the day of the 17<sup>th</sup> AGM will indicate your presence at the 17<sup>th</sup> AGM.
- (b) If you encounter any issues with your online registration at the Portal, please call **+603 9779 1708** during office hours or email to [agm@omesti.com](mailto:agm@omesti.com) for assistance.

**PROXY**

- 1. The 17<sup>th</sup> AGM will be conducted on a fully virtual basis. If you are unable to participate in the 17<sup>th</sup> AGM, you may appoint the Chairman of the 17<sup>th</sup> AGM as proxy and indicate your voting instructions in the Form of Proxy.
- 2. If you wish to appoint proxy(ies) to participate in the 17<sup>th</sup> AGM via the RPEV facilities, please submit your Form of Proxy **not less than 24 hours before the time appointed for holding the 17<sup>th</sup> AGM** or any adjournment thereof, otherwise the Form of Proxy shall be treated as invalid. You may submit the Form of Proxy by hand or by post to the following address, or by email to [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co) or by fax to (603) 9779 1701/02.

**MICROLINK SOLUTIONS BERHAD**

[Registration No. 200301018362 (620782-P)]  
 Ho Hup Tower – Aurora Place, 2-07-01 – Level 7  
 Plaza Bukit Jalil, No. 1, Persiaran Jalil 1  
 Bandar Bukit Jalil, 57000 Kuala Lumpur  
 Malaysia

- 3. **CORPORATE REPRESENTATIVES/ATTORNEYS:** In order to participate in the 17<sup>th</sup> AGM via RPEV facilities, the following requirements apply and must be completed **not less than 24 hours before the time appointed for holding the 17<sup>th</sup> AGM** or any adjournment thereof:

<b>Corporate representatives of corporate shareholders</b>	To deposit their original certificate of appointment of corporate representative at the Registered Office of the Company as above
<b>Attorneys appointed by power of attorney</b>	To deposit their power of attorney at the Registered Office as above

- 4. Any shareholder who has appointed a proxy or attorney or authorised representative to participate at the 17<sup>th</sup> AGM via RPEV Facility must ensure that his/her proxy or attorney or authorised representative **register himself/herself at the Portal latest by 22 September 2020**.

**POLL VOTING**

- 1. Voting at the 17<sup>th</sup> 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 Bina Management (M) Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting. Quantegic Services Sdn Bhd is appointed as Scrutineers to verify the poll results.
- 2. Shareholders/proxies may proceed to vote on the resolutions online once the 17<sup>th</sup> AGM starts on the date of the 17<sup>th</sup> AGM until the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to item 6 for voting procedures using the RPEV facilities.
- 3. Upon completion of the voting session, the Scrutineers will verify the poll results. The declaration of results will be made by the Chairman of the 17<sup>th</sup> AGM.

## REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 17<sup>th</sup> AGM yourself, please write in to [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co) to revoke the earlier appointed proxy(ies) 24 hours before the 17<sup>th</sup> AGM. On revocation, your proxy(ies) will not be allowed to participate in the 17<sup>th</sup> AGM. In such event, you should advise your proxy(ies) accordingly.

## RECORD OF DEPOSITORS (ROD) FOR THE 17<sup>TH</sup> AGM

Only shareholders whose names appear on the ROD as at 21 September 2020 shall be entitled to participate or appoint proxy(ies) to participate at the 17<sup>th</sup> AGM via the RPEV facilities.

## DOOR GIFT

There will be NO door gift for participating at the 17<sup>th</sup> AGM.

## DIGITAL COPIES OF 17<sup>TH</sup> AGM DOCUMENTS

1. As part of our commitment to sustainable practices, the following documents of the Company are available for download from [bit.ly/Microlink-FY2020](http://bit.ly/Microlink-FY2020):
  - **Volume 1 - 2020 Annual Report** – Corporate Report & Compliance Statements including Notice of Annual General Meeting
  - **Volume 2 - 2020 Annual Report** – Financial Statements
  - **Circular to Shareholders** dated 28 August 2020
  - **Administrative Guide** for the 17<sup>th</sup> AGM
  - **Form of Proxy**
  - **Request Form**
2. You may request for a printed copy of the Annual Report 2020 and/or the Circular to Shareholders dated 28 August 2020 by contacting the person below or by faxing / mailing the completed Request Form to:

To: Ms Lim Shook Nyee - Company Secretary  
**MICROLINK SOLUTIONS BERHAD** [Registration No. 200301018362 (620782-P)]  
Ho Hup Tower – Aurora Place, 2-07-01 – Level 7  
Plaza Bukit Jalil, No. 1, Persiaran Jalil 1  
Bandar Bukit Jalil, 57000 Kuala Lumpur, Malaysia.  
Tel: +603 9779 1700  
Fax: +603 9779 1701/1702

## ENQUIRIES

If you have any enquiry relating to the 17<sup>th</sup> AGM, please contact any of the following persons at Tel: +603 9779 1700 during office hours (8.30am to 5.30pm) on Mondays to Fridays:-

- Ms Lim Shook Nyee / Pn Norshazreen Sabirin / Pn Izzati Norza

## PERSONAL DATA PRIVACY

By registering for the RPEV and/or submitting the instrument appointing proxy(ies) and/or representative(s), the shareholder 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 shareholder 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.