



MICROLINK SOLUTIONS BERHAD

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

ADMINISTRATIVE GUIDE FOR THE 18TH ANNUAL GENERAL MEETING (18TH AGM)

Date	:	Wednesday, 29 September 2021
Time	:	10.30am
Venue	:	Online meeting platform at https://agm.omesti.com provided by Red Ape Solutions Sdn Bhd in Malaysia

FULLY VIRTUAL MEETING

On 28 May 2021, the Government of Malaysia announced the implementation of the nationwide Movement Control Order 3.0 (MCO 3.0 / total lockdown) to curb the spread of COVID-19 infection. The period of the MCO 3.0 was initially set from 1 June 2021 until 14 June 2021, which was subsequently extended until 28 June 2021, and then beyond 28 June 2021. At the time of issuance of this Administrative Guide, only limited sectors of the economy are permitted to operate.

As part of the safety measures to curb the spread of COVID-19 and for the well-being of the shareholders of Microlink Solutions Berhad (Microlink/the Company), the 18th AGM of the Company will therefore be conducted on a fully virtual basis via live streaming and online remote voting using the RPEV facilities provided by Red Ape Solutions Sdn Bhd at its online meeting platform (Portal) at <https://agm.omesti.com>.

This is in line with the Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers revised by the Securities Commission Malaysia on 1 June 2021 (Revised Guidance Note and FAQs), whereby listed issuers are only allowed to conduct fully virtual general meetings during the MCO 3.0. A fully virtual general meeting is conducted online where all meeting participants, including the Chairman of the meeting, board members, senior management and shareholders, participate in the meeting remotely.

For the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be at the main venue of the 18th AGM, in this instance it will be via the online meeting platform provided in Malaysia by Red Ape Solutions Sdn Bhd at its Portal at <https://agm.omesti.com>.

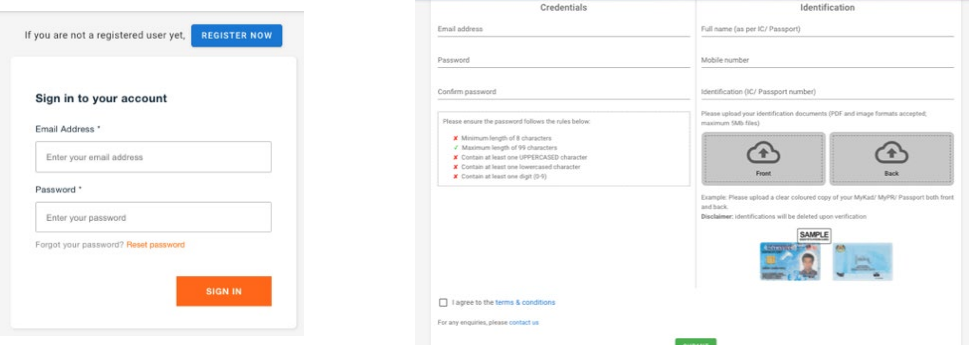
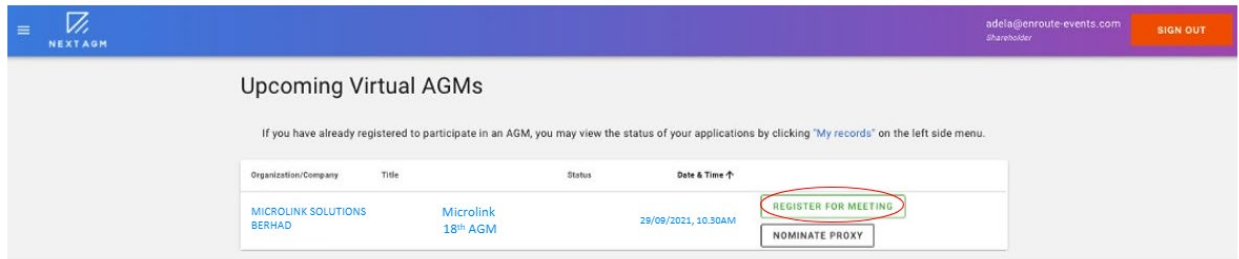
Please note that the quality of the live webcast and online remote voting throughout the 18th AGM are dependent on your internet bandwidth and stability of your internet connection.

RPEV FACILITIES

Shareholders are able to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 18th AGM using Remote Participation & Electronic Voting (RPEV) facilities via the Portal.



PROCEDURES FOR RPEV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 18th AGM remotely using the RPEV facilities, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of the 18th AGM	
<p>1. Register as a User</p>	<ul style="list-style-type: none"> • IMPORTANT: All SHAREHOLDERS AND PROXIES must register as users on the Portal. [NOTE If you have previously registered as a user on the Portal for an earlier meeting, you may skip this step.] • Access the Portal at https://agm.omesti.com • Click Login followed by Register to sign up as a user. • Complete your registration by filling in the information required and upload a softcopy of your MyKAD (front and back) or Passport. • Read and agree to the terms & conditions and then click Submit. • 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.
	
<p>2. Register intent to participate in the 18th AGM</p>	<ul style="list-style-type: none"> • You must register your intent to participate in the 18th AGM latest by 10.30am on 28 September 2021. Registration will be available from 9.00am, Monday, 6 September 2021 onwards. • To register your intent to participate, visit the Portal at https://agm.omesti.com and login with your user ID and password. • Go to Main Menu, select Virtual Meetings. • On the Microlink 18th AGM row, select Register For Meeting. • Fill in your details as required, including your CDS number. • After verification of your registration against the General Meeting Record of Depositors dated 22 September 2021, you will receive an email confirming your registration for remote participation. The email will contain a link for you to join the 18th AGM. • NOTE: You may register your intent to participate in the 18th AGM when you register as a user. Alternatively, you may register your intent to participate in the 18th AGM after your registration as a user is approved.
	

Procedures	Action
<p>3. Appoint a Proxy</p>	<ul style="list-style-type: none"> Should you be unable to participate in the 18th AGM, you may appoint a proxy to participate and vote on your behalf. On the Microlink 18th AGM row in the Portal, select Nominate Proxy. Either select Chairperson if you choose Chairperson to be your proxy or Third Party if you choose other people to be your proxy. Fill in your details as required including your CDS account number and Proxy details. Should you wish to appoint more than one (1) proxy, you will need to key in their details separately (one submission per proxy), as well as the number of shares represented by each proxy. Enter your voting instructions for the resolutions (otherwise your proxy will decide your vote) and submit. You may view your proxy form submissions under My Records. NOTE: Your appointed proxy must register as a user on the portal [See Step 1] to be able to participate in the 18th AGM on your behalf.

<p>4. Submit Questions before the 18th AGM</p>	<ul style="list-style-type: none"> Select Virtual Meetings under Main Menu. On the Microlink 18th AGM row, select Submit Question to post your questions. You may only submit questions after your request to participate in the 18th AGM is approved.
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Procedures	Action
On the day of the 18th AGM	
5. Login to the Portal and participate in the 18th AGM through Live Streaming	EITHER: <ul style="list-style-type: none"> Click on the link in your confirmation email at any time within 30 minutes before the start of the 18th AGM. For security purposes, you may be asked for your credentials before entering the Portal. OR: <ul style="list-style-type: none"> Login to the portal at https://agm.omesti.com with your user ID / password. On the Microlink 18th AGM row, click Join Meeting. You will join the live streaming of the 18th AGM. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of your internet connection.
	
6. Submit Questions During the 18th AGM	<ul style="list-style-type: none"> To submit question(s) for the Chairman/Board/Management during the 18th AGM, you may use the Submit Question function on the right of the Live video. The Chairman/Board/Management will endeavour to respond during the 18th AGM to all relevant questions submitted.
7. Online Remote Voting	<ul style="list-style-type: none"> Voting will open once the Chairman of the 18th AGM declares that the voting function is activated. It will end when advised by the Chairman. Select the Voting function next to Join Meeting Cast your vote on all resolutions as shown on screen. Click submit. Once submitted, your votes will be final and cannot be changed.
	
8. End of RPEV facilities	<ul style="list-style-type: none"> The RPEV facilities will end and the Submit Question function will be disabled as soon as the Chairman of the 18th AGM announces the closure of the 18th AGM.

Note to users of the RPEV facilities:

- (a) Once your application to participate in the 18th AGM is approved, you will be granted the rights to participate in the live stream broadcast of the 18th AGM and to vote remotely. Your login to the Portal on the day of the 18th AGM and clicking "**Join Meeting**" will indicate your presence at the 18th AGM.
- (b) If you encounter any issues with your online registration, logging-in or online remote voting at the Portal, please call **+603 9779 1708** during office hours or email to agm@omesti.com for assistance.

APPOINTMENT OF PROXY

- I. The 18th AGM will be conducted on a fully virtual basis. If you are unable to participate in the 18th AGM, you may appoint a proxy of your choice or the Chairman of the 18th AGM and indicate your voting instructions in the Form of Proxy.
- II. Your Form of Proxy must be submitted **not less than 24 hours before the time appointed for holding the 18th AGM** or any adjournment thereof, otherwise the Form of Proxy shall be treated as invalid.

You may submit the Form of Proxy electronically via the Portal at <https://agm.omesti.com> no later than **Tuesday, 28 September 2021 at 10.30am**. See Step 3 above, "**Appoint a Proxy**".

You may also submit the Form of Proxy by email to osem@quadrantbiz.co, by fax to +603 9779 1701/02 or by post to the following Registered Office address:

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

For the safety of all concerned, it is highly recommended that you submit your Form of Proxy via the Portal or via email to osem@quadrantbiz.co.

- III. **CORPORATE REPRESENTATIVES/ATTORNEYS:** In order to participate in the 18th AGM via RPEV facilities, the following requirements apply and must be completed **not less than 24 hours before the time appointed for holding the 18th AGM** or any adjournment thereof:

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

- IV. Any shareholder who has appointed a proxy/attorney/authorised representative to participate at the 18th AGM via RPEV facilities **must ensure** that this person[s] **register as a user** at the Portal **latest by Tuesday, 28 September 2021 at 10.30am**.

POLL VOTING

- I. Voting at the 18th 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 Red Ape Solutions 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.
- II. Shareholders/proxies may proceed to vote on the resolutions online once the Chairman of the 18th AGM declares that the voting platform is activated and will end upon declaration by the Chairman. Please refer to item 6 for voting procedures using the RPEV facilities.
- III. 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 18th AGM.

REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 18th AGM yourself, please email osem@quadrantbiz.co to revoke the earlier appointed proxy(ies) at least 24 hours before the 18th AGM. On revocation, your proxy(ies) will not be allowed to participate in the 18th AGM. In such event, you should advise your proxy(ies) accordingly.

RECORD OF DEPOSITORS (ROD) FOR THE 18TH AGM

Only shareholders whose names appear on the ROD as at 22 September 2021 shall be entitled to participate and vote remotely at the 18th AGM via RPEV facilities or appoint proxy(ies) to participate in the 18th AGM and vote on their behalf.

DOOR GIFT/E-VOUCHER/FOOD VOUCHER

There will be NO door gift/e-voucher/food voucher for participating at the 18th AGM.

DIGITAL COPIES OF 18TH AGM DOCUMENTS

- I. As part of our commitment to sustainable practices, the following documents of the Company are available for download from the Company's website at: <https://bit.ly/Microlink-FY2021>
 - **Volume 1 – 2021 Annual Report** – Corporate Report & Compliance Statements including Notice of Annual General Meeting
 - **Volume 2 – 2021 Annual Report** – Financial Statements
 - **Circular to Shareholders** dated 30 August 2021
 - **Administrative Guide** for the 18th Annual General Meeting
 - **Form of Proxy**
 - **Request Form**
- II. You may request a printed copy of the Annual Report 2021 and/or the Circular to Shareholders dated 30 August 2021 by sending the completed Request Form via email to osem@quadrantbiz.co.

ENQUIRIES

If you have any enquiry relating to the 18th AGM, please contact the following persons during office hours (8.30am to 5.30pm) on Mondays to Fridays (except public holidays):-

(i) Enquiries relating to RPEV facilities

Tel : +603-9779 1708
Email : agm@omesti.com
Contact persons : Adela Hertanto

(ii) Enquiries relating to the Annual Report 2021 and/or the Circular to Shareholders dated 30 August 2021 and other documents

Tel : +603 9779 1700
Email : osem@quadrantbiz.co
Contact persons : Ms Lim Shook Nyee / Pn Norshazreen Sabirin / Pn Izzati Norza

PERSONAL DATA PRIVACY

By registering for the RPEV facilities 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) in accordance with the Company's privacy policy located at <http://www.microlink.com.my/privacy-policy/>; 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.