



MICROLINK SOLUTIONS BERHAD
Registration No.: 200301018362 (620782-P)
(Incorporated in Malaysia)



ADMINISTRATIVE NOTES
FOR THE 21st ANNUAL GENERAL MEETING (“21st AGM” or “the Meeting”)

Date : **Wednesday, 4 September, 2024**
AGM Time : **10.00 a.m.**
Broadcast Venue : **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**

Virtual AGM

The 21st Annual General Meeting (“**AGM**”) of Microlink Solutions Berhad (“**The Company**”) will be conducted on a virtual basis through remote participation and electronic voting from the Broadcast Venue (“**Virtual AGM**”).

The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016.

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

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

Voting via Digital Ballot Form at a Virtual AGM

1. Shareholders who wish to participate at the AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link <https://vps.megacorp.com.my/0qz5yE> (please refer to paragraph 4 for further details). After the registration is validated and accepted, shareholders will receive an email for the Meeting link to grant access to the **Digital Ballot Form (“DBF”)**.
2. With the DBF and meeting link, you may exercise your right as a shareholder of the Company to participate and vote remotely during the AGM, at the comfort of your home or from any location.

3. Shareholders may use the *Questions' Pane* facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming solution. Shareholders may also submit questions before the meeting via email to the following e-mail address in relation to the agenda of the AGM:
AGM-support.Microlink@megacorp.com.my

Registration Procedure

4. Kindly follow the steps below to ensure that you are able to obtain your DBF and meeting link to log in to the Live-Streaming session to participate and vote remotely at the AGM:
- a. Open this link <https://vps.megacorp.com.my/0qz5yE> or scan the QR code at the top right corner of this document, and submit all requisite details at least twenty-four (24) hours before the date of AGM.
 - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the AGM.
 - c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, at the office of the Poll Administrator at least 24 hours before the date of the AGM at:

Mega Corporate Services Sdn. Bhd.
Level 15-2, Bangunan Faber Imperial Court,
Jalan Sultan Ismail, 50250 Kuala Lumpur,
Wilayah Persekutuan
or;
Submit via e-mail to:
AGM-support.Microlink@megacorp.com.my
 - d. For corporate shareholders / nominee accounts, please execute Form of Proxy as per step (c) above.
 - e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn. Bhd., will send the following via email:
 - i. **Meeting Link** – for the Live-Streaming Session
 - ii. **DBF** – for Voting Purposes

Revocation of Proxy

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

Record of Depositors (“ROD”) for the AGM

5. The date of ROD for the AGM is Wednesday, 28 August, 2024. As such, only shareholders whose name appear in the ROD shall be entitled to participate, speak and vote at the AGM, or appoint proxy(ies) / corporate representative(s) to participate, speak and vote on his / her behalf.

Poll Voting

6. The voting of the AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
7. Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

Enquiry

If you have any enquiry relating to the AGM, please contact the following persons during office hours (8.30 a.m. to 5.30 p.m.) on Mondays to Fridays (except public holidays):

- (i) Enquiries relating to Online registration/Login/DBF

Mega Corporate Services Sdn. Bhd.

Email	:	AGM-support.Microlink@megacorp.com.my
Tel	:	+60 (3) 2694 8984
Vinoo	:	+60 (16) 969 9220
Ben	:	+60 (17) 611 9665

- (ii) Enquiries relating to the Annual Report 2024 and/or Circular to Shareholders dated 30 July 2024 and other documents

Tel : +603 9779 1700
Email : osem@quadrantbiz.co
Contact persons : Ms Lim Shook Nyee / Ms Irence Tan / Cik Nur
Amirah Aina

PERSONAL DATA PRIVACY

By registering for the Virtual AGM 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 <https://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.