

Malaysian Genomics Resource Centre Berhad  
[200401014287 (652790-V)]

## ADMINISTRATIVE GUIDE FOR THE SIXTEENTH ANNUAL GENERAL MEETING (“AGM”)

Your safety is the top priority of Malaysian Genomics Resource Centre Berhad (“MGRC”). Due to the rising COVID-19 cases, MGRC deems it necessary to conduct the AGM virtually through live streaming from the Broadcast Venue to minimise the risk of community spread of the pandemic. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting.

Shareholders/Proxies/Corporate Representatives **ARE NOT ALLOWED** to be physically present at the Broadcast Venue on the day of the 16<sup>th</sup> AGM. Since the 16<sup>th</sup> AGM will be held virtually, there will be no door gifts or food vouchers for the shareholders or proxies. Your kind understanding during this challenging time is much appreciated.

Please find below, the necessary steps to be undertaken to participate in the AGM virtually:

### 1. Remote Participating and Voting (“RPV”)

RPV will facilitate the convening of the meeting virtually, and allow the participants to view a live webcast of the Meeting, raise their questions (if any) to the Board of Directors and submit their votes in real time using the said facility provided by One Capital Services Sdn Bhd (“One Capital”).

#### Step 1: Kindly follow the directions below to request for the login ID and password:

- (i) Shareholder to visit the website of One Capital at <http://www.onecapital.com.my/>, or send an email to [info@onecapital.com.my](mailto:info@onecapital.com.my), to submit the request for RPV access.
- (ii) Once a shareholder has emailed his/her request through [info@onecapital.com.my](mailto:info@onecapital.com.my), or contacted One Capital and provided an email address, a meeting invitation will be sent to the shareholder.
- (iii) The shareholder will then be guided to provide his/her name, NRIC and CDS account number for registration purposes.
- (iv) The shareholder will receive a confirmation of successful registration with the meeting login and password, or a rejection of the registration, if there are errors.

*\* Please note that the closing time to submit your request is at 9:00 am on **Saturday, 28 November 2020** (48 hours before the AGM).*

#### Step 2: Log in to Virtual Meeting

Please note that the quality of the connectivity to Virtual Meeting for live web cast, as well as, for remote online voting is highly dependent on the bandwidth and the stability of the Internet connectivity available at the location of the remote participants. Therefore, it is the members’ responsibility to ensure that connectivity for the duration of the meeting is maintained.

- The Virtual Meeting will be opened for log in starting an hour (1 hour) before the commencement of the AGM at 9.00 am on 30 November 2020.
- Follow the steps given to you in the email along with your remote access user ID and password to log in to the Virtual Meeting.
- The steps will also guide you on how to view the live web cast, ask questions and vote.
- Members who are unable to participate in our virtual/online AGM can appoint another person or the Chairman of the meeting as his/her proxy to vote on their behalf in accordance with their instruction in the Proxy Form.
- As the 16<sup>th</sup> AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.
- Members who appoint proxies to participate via RPV in the 16<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form to the Company’s Share Registrar, One Capital Market Services Sdn Bhd at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr. Ismail, 60000 Kuala Lumpur, Wilayah Persekutuan or **Fax: 03 7732 7997** no later than **Saturday, 28 November 2020 at 9.00 a.m.**
- Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to One Capital not later than **Saturday, 28 November 2020 at 9.00 a.m.**, to participate via RPV in the 16<sup>th</sup> AGM.
- Attorneys appointed by power of attorney are to deposit their power of attorney with One Capital not later than **Saturday, 28 November 2020 at 9.00 a.m.**, to participate via RPV in the 16<sup>th</sup> AGM.

## 2. Voting Procedure

- (a) Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements (“MMLR”) of Bursa Malaysia Securities Berhad. The Company has appointed One Capital as Poll Administrator to conduct the poll by way of RPV.
- (b) During the AGM, the Chairman will invite the Poll Administrator to do a briefing on the RPV procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- (c) For the purposes of this AGM, RPV will be carried out via smart mobile phones, tablets or personal computer/laptops.
- (d) The members and proxies can use their personal devices to vote remotely by accessing the link that will be provided via email.
- (e) The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

In accordance with the Company’s Constitution, Members are entitled to vote at the online AGM either personally or by proxy, based on the General Meeting ROD. Any eligible Voting Member who is unable to participate electronically is entitled to appoint another person, or the Chairman of the meeting, to vote in accordance with his/her voting instructions as indicated in the Proxy Form.

## 3. Participation Through Live Webcast, Question and Voting Via RPV

The Chairman and the Board of Directors will endeavour to respond to the questions submitted by Members which are related to the resolutions to be tabled at the AGM. Shareholders are reminded to cast their votes before the poll is closed.

## 4. Presentation at the RPV (recording or photography not allowed)

Members who participate at the Virtual AGM are able to view the Company’s presentation, or slides, via the live web-streaming, if any. However, unauthorised recording and photography of the proceedings of the 16<sup>th</sup> AGM are strictly prohibited.

## 5. Communication Guidance

Shareholders are also reminded to check the Company’s website and announcements for any latest development regarding the AGM.

## 6. Request for a Hardcopy of the Annual Report

We are now able to communicate with you electronically following amendments to the Listing Requirements of Bursa Malaysia Securities Berhad for ACE Market. Join us in our commitment to promote sustainable practices by viewing and/or downloading these documents at <http://www.mgsc.com.my/investor-relations/annual-report/>

- Malaysian Genomics Resource Centre Annual Report 2020
- Notice of the Annual General Meeting and Form of Proxy
- Requisition Form for printed copy of documents

Should you require further assistance in locating the Annual Report softcopy on our website, kindly contact **Haresha binti Mohd Firdaus** or **Nur Atiqah binti Mohd Arif** of One Capital.

In an effort to reduce paper consumption, we urge shareholders to refer to the softcopy version of the Annual Report. However, if you do require a printed copy, please complete the Requisition Form and mail it to us. A hardcopy of the report will be sent to you by mail upon receipt of your request. Alternatively, you may directly request for a printed copy from Haresha binti Mohd Firdaus or Nur Atiqah binti Mohd Arif of One Capital whose contact details are listed below.

Phone : 03 7735 5769/ 03 7735 5786  
Fax : 03 7732 7997  
Email : [Haresha.Firdaus@onecapital.com.my](mailto:Haresha.Firdaus@onecapital.com.my)  
[Atiqah.Arif@onecapital.com.my](mailto:Atiqah.Arif@onecapital.com.my)  
Website : [www.onecapital.com.my](http://www.onecapital.com.my)

## ENQUIRY

If you have any enquiries regarding the above, please email to [info@onecapital.com.my](mailto:info@onecapital.com.my).