



## MALAYSIAN GENOMICS RESOURCE CENTRE BERHAD

[Registration No. 200401014287 (652790-V)]  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

Meeting	:	Nineteenth Annual General Meeting (“19 <sup>th</sup> AGM”)
Day, Date and Time	:	Monday, 29 April 2024 at 10:00 a.m.
Online Meeting Platform	:	Symphony Portal operated by Symphony Corporate Services Sdn Bhd in Malaysia at <a href="https://www.symphonycorporateservices.com.my">https://www.symphonycorporateservices.com.my</a>
Domain Registration Number with MYNIC	:	D1C534619

#### 1. Mode of Meeting

- (a) The 19th AGM of Malaysian Genomics Resource Centre Berhad (“**MGRC**” or “**the Company**”) will be held FULLY VIRTUAL through live streaming and online remote voting using Remote Participation and Electronic Voting (“**RPEV**”) facilities from the Broadcast Venue in accordance with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers and all its subsequent revisions issued by the Securities Commission Malaysia. In line with the Malaysian Code on Corporate Governance, the Company will continue leveraging on technology in conducting general meetings to ensure effective, transparent and regular communications with its stakeholders.
- (b) 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. **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES** shall be physically present at the Broadcast Venue on the day of the Meeting.
- (c) Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

#### 2. Voting via RPEV facilities at the 19<sup>th</sup> AGM

- (a) Shareholders/Proxies/Corporate Representatives are invited to participate in the 19th AGM to exercise their right to attend, participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 19th AGM using the RPEV facilities (collectively referred to as “**participate**”) which can be accessed via Symphony Corporate Services Sdn Bhd’s website at <https://www.symphonycorporateservices.com.my> (“**SYMPHONY Portal**”).
- (b) The RPEV facilities, using the Zoom Cloud Meetings App, will enable you to exercise your rights as a Shareholder of the Company to participate in (including pose questions to the Board) and vote at the 19th AGM.
- (c) Proxies and Corporate Representatives who wish to use the RPEV facilities must ensure that the duly executed proxy forms or Certificates of Appointment (for Corporate Representatives) are submitted to the Company **no later than 27 April 2024 at 10.00 a.m.**

**3. Entitlement to participate and vote**

Only shareholder whose name appears in the Company's Record of Depositors ("**ROD**") as of **22 April 2024** shall be entitled to participate at the 19th AGM or appoint a proxy(ies) to attend and/or vote on his/her behalf.

**4. Submission of Questions**

- (a) Shareholders may submit questions in advance relating to the agenda items of the 19th AGM commencing from 27 April 2024 and in any event, no later than 9.30 a.m. on 29 April 2024 via the Q&A platform on the SYMPHONY Portal. Please log in with your user ID and password at SYMPHONY Portal and click "**Q&A**" button under "**My Virtual Meeting**".
- (b) Notwithstanding the above, shareholders may also pose their questions via real time submission of typed texts during the live streaming of the 19th AGM using the Q&A platform in the RPEV facilities. If time is insufficient, their responses will be emailed to the respective shareholder or published at the Company's website subsequently.

**5. Appointment of Proxy / Corporate Representative**

- (a) Shareholders who are unable to participate in the 19th AGM may appoint the Chairperson of the Meeting as their proxies, to attend and vote on their behalf at the 19th AGM. Shareholders may submit their proxy forms with predetermined voting instructions for the Chairman to vote on their behalf.
- (b) Shareholders who appoint proxies to participate via RPEV facilities in the 19th AGM must ensure that the duly executed proxy forms or the Certificate of Appointment of Corporate Representative be deposited at the Registered Office of the Company situated at G-3AF-3, Level 3AF, Block G, Garden Office @ Encorp Strand, No. 12, Jalan PJU 5/1, Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan **no later than 27 April 2024 at 10.00 a.m.** (48 hours prior to the 19th AGM).

**6. Revocation of Proxy**

If you have submitted your proxy form and subsequently decided to appoint another person or wish to participate in the 19th AGM yourself, please write in to [symphonycorporateservices@gmail.com](mailto:symphonycorporateservices@gmail.com) to revoke the earlier appointed proxy no later than **27 April 2024 at 10.00 a.m.**

**7. Poll Voting**

- (a) The voting at the 19th AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Symphony Corporate Services Sdn Bhd as the Poll Administrator to conduct the poll by way of online remote voting using the RPV facilities, and Propoll Solutions Sdn Bhd as Scrutineers to verify the poll results.
- (b) You may proceed to cast your votes on each of the proposed resolutions to be tabled at the 19th AGM 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. You are reminded to cast your votes before the poll is closed.
- (c) For the 19th AGM, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result reports upon closure of the poll session by the Chairperson. Thereafter, the Chairperson will announce and declare the results.

**8. Registration Procedure, Participation and E-Voting**

- (a) Please note that the RPEV facilities are available to **(i) Individual Members; (ii) Corporate Shareholders; (iii) Authorised Nominees; and (iv) Exempt Authorised Nominees**. You can use the RPEV facilities to participate and vote remotely at the 19<sup>th</sup> AGM. If you choose to participate in the 19<sup>th</sup> AGM, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real-time whilst the Meeting is in progress.
- (b) Please follow the steps below to register with SYMPHONY Portal and request for remote participation login ID and password.

<b>BEFORE AGM DAY</b>		
	<b>Steps</b>	<b>Actions</b>
(i)	Register/Signup as Online User with SYMPHONY Portal  Note: <ul style="list-style-type: none"> <li>• This is a ONE-TIME registration (for first-time registration only).</li> <li>• If you have already signed up with SYMPHONY Portal, you are not required to register again.</li> <li>• Proceed to Step 2 below once you are registered user.</li> <li>• Should your registration to join the AGM be approved, we will make available to you the rights to join the livestreamed AGM and to vote remotely using the RPEV facilities. Your login to the SYMPHONY Portal on the day of the AGM will indicate your presence at the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Access the SYMPHONY Portal at <a href="https://www.symphonycorporateservices.com.my">https://www.symphonycorporateservices.com.my</a></li> <li>• Click &lt;&lt; <b>Register</b>&gt;&gt; followed by &lt;&lt;<b>Register New User</b>&gt;&gt; to register as a new user.</li> <li>• Complete the registration by filling up all required information and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorisation letter (template available) for Corporate Holder.</li> <li>• Please enter a valid mobile number, email address and password in order for you to receive the verification email from SYMPHONY Portal.</li> <li>• Read and agree to the terms and conditions, and thereafter Click &lt;&lt; <b>Submit</b>&gt;&gt; to submit your registration.</li> <li>• Your registration will be verified and approved by SYMPHONY Portal and once approved, an email notification will be sent to you as confirmation.</li> <li>• IF YOU ARE ALREADY A USER OF THE SYMPHONY PORTAL, YOU ARE NOT REQUIRED TO REGISTER AGAIN. PLEASE USE THE SAME EMAIL AND PASSWORD TO LOG IN AT <a href="https://www.symphonycorporateservices.com.my">https://www.symphonycorporateservices.com.my</a></li> </ul>
(ii)	Email Notification	<ul style="list-style-type: none"> <li>• Upon system verification against the General Meeting Record of Depositors as at 22 April 2024, you will receive an email notification from SYMPHONY Portal. This email notification serves as a meeting invitation and entitles you to join and vote.</li> </ul>
<b>ON AGM DAY</b>		
	<b>Steps</b>	<b>Actions</b>
(i)	Login to Online Meeting Platform <a href="https://www.symphonycorporateservices.com.my">https://www.symphonycorporateservices.com.my</a>	<ul style="list-style-type: none"> <li>• Log in with your user ID and password at any time from 9.30 a.m., i.e. 30 minutes before the commencement of the 19th AGM.</li> <li>• Log in with your user ID and password.</li> <li>• If you have forgotten your password, you can reset it by clicking on &lt;&lt;<b>Forget Password</b>&gt;&gt;</li> </ul>
(ii)	Participate through Livestreaming  Note: <ul style="list-style-type: none"> <li>• The Chairman of the 19th AGM, Board members and the Management will respond to all relevant questions. If time is insufficient, their responses will be emailed to the respective shareholder or published at the Company’s website subsequently.</li> <li>• The connectivity to the Online Meeting Portal for the live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity at the respective user’s location.</li> </ul>	<ul style="list-style-type: none"> <li>• Select &lt;&lt;<b>Virtual Meeting</b>&gt;&gt; under Main Menu.</li> <li>• Click &lt;&lt;<b>Join Meeting</b>&gt;&gt; to join the 19th AGM livestream.</li> <li>• If you would like to ask question(s) during the 19th AGM, please submit them using the Q&amp;A platform.</li> <li>• If you are using your smartphone to participate, please download the <b>Zoom Cloud Meetings app</b> from Google Play Store or Apple App Store before the 19th AGM.</li> <li>• Please take note that the quality of the livestream is dependent on the bandwidth and stability of your Internet connection.</li> </ul>

**MALAYSIAN GENOMICS RESOURCE CENTRE BERHAD** Registration No.: 200401014287 (652790-V)  
- **ADMINISTRATIVE GUIDE FOR THE 19<sup>TH</sup> ANNUAL GENERAL MEETING**

(iii)	Online Remote Voting	<ul style="list-style-type: none"><li>• Please select the &lt;&lt;<b>Voting</b>&gt;&gt; option next to &lt;&lt;<b>Join Meeting</b>&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li><li>• The 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 and submit your votes on the resolutions as they appear on screen. Once submitted, votes are final and cannot be changed.</li><li>• You can download the acknowledgement of your voting after you have submitted the votes.</li></ul>
(iv)	End of remote Participation	<ul style="list-style-type: none"><li>• Upon the Chairperson's announcement on the closure of the 19<sup>th</sup> AGM, the RPEV facilities will end, and the Q&amp;A platform will be disabled.</li></ul>

**9. No Recording or Photography**

Unauthorised audio and video recordings and photography of the proceedings of the 19<sup>th</sup> AGM are strictly prohibited.

**10. Door Gifts / Vouchers**

There will be **NO** door gifts / vouchers for Shareholders/Proxies/Corporate Representatives who have participated in the 19<sup>th</sup> AGM.

**Enquiry**

If you have any enquiries regarding the online registration and/or proxy lodgement, or if you wish to request for technical assistance in participating the virtual 19<sup>th</sup> AGM, please contact our Poll Administrator, during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):

**Symphony Corporate Services Sdn. Bhd.**

Tel No. : +6016-439 7718  
Fax No. : +603-5131 9134  
Email : symphonycorporateservices@gmail.com  
Contact person : Mr. Eric Tan

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**Personal data privacy:**

*By submitting an instrument appointing proxy(ies) and/or representative(s) to attend, participate and vote at the 19th AGM and/or any adjournment thereof, a member of the Company:*

- (i) *consents to the collection, use and disclose of the member's personal data by the Company (or its agents) for the purpose of processing and the administration by the Company (or its agents) of proxies and representatives appointed for the 19th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 19th AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");*
- (ii) *warrants that the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclose of the proxy(ies) and/or representative(s) personal data by the Company for the Purposes; and*
- (iii) *agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the member's breach of warranty.*