

# ADMINISTRATIVE GUIDE FOR THE 34<sup>TH</sup> ANNUAL GENERAL MEETING

CITRA NUSA HOLDINGS BERHAD  
Company No. 198901004452 (181758-A)

## 1. Virtual video conference 34<sup>th</sup> Annual General Meeting (“AGM”)

The 34th AGM of Citra Nusa Holdings Berhad (“the Company”) will be conducted virtually in accordance with the revised “Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia (“SC’s Guidance”) on 7 April 2022 as the country entered into the “Transition to Endemic” phase. In this respect, the Company will continue to leverage technology to ensure that the 34th AGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

The date, time and venue for the 34th AGM of the Company are as below:

Date	Time	Venue
Thursday, 25 May 2023	11.00 a.m.	<p>a) <b>Broadcast Venue</b> Diamond Hall, 1st Floor, Wisma CNI, No. 2 Jalan Perunding U1/117, Hicom-Glenmarie Industrial Park, Seksyen U1 40150 Shah Alam, Selangor</p> <p>b) <b>Online Platform</b> website at <a href="https://agm.citranusaholdings.com">https://agm.citranusaholdings.com</a> Zoom Cloud Meeting App <i>(If you are using a smartphone to participate in the meeting, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the meeting)</i></p>

The virtual 34th AGM will be conducted online from the Broadcast Venue, and shareholders will participate via the Remote Participation and Voting (“RPV”) facilities with audio and/or video capabilities. The Broadcast Venue is the main venue where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 together with essential individuals in accordance with Notes 1.2 of the SC’s Guidance. As such, no shareholder(s), proxy(ies) and authorised representative(s) will be physically present at the Broadcast Venue.

## 2. General Meeting Record of Depositors

For the purpose of determining the Shareholder who shall be entitled to attend the 34th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Article 73 of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors (“ROD”) **as at 17 May 2023 (“General Meeting ROD”)**. Only a Shareholder whose name appears on the ROD as at 17 May 2023 shall be entitled to attend the AGM virtually or appoint proxies to attend and/or vote on his/her behalf.

## 3. Registration for RPV at the 34<sup>th</sup> AGM

With reference to our letter to shareholders dated 28 April 2023, you are invited to attend the 34<sup>th</sup> AGM to exercise your right to attend, participate and vote at the meeting remotely by using the RPV facilities at <https://agm.citranusaholdings.com> from the comfort of your home. To do so, you must take the following steps:

- (a) Register as a user
  - (i) Access the website at <https://agm.citranusaholdings.com>
  - (ii) Select “Registration” to sign up as a user.
  - (iii) Read and agree to the Terms & Conditions and confirm the Declaration.
  - (iv) Complete the registration by filling up the information required and upload a softcopy of your MyKad/ IC (front) or your Passport.
  - (v) Please enter a **valid email address** (which will be your user ID) and wait for the Company’s email verification.
  - (vi) Registration will be verified within one (1) working day and you will be notified via email. If you do not see the email in your inbox, please check your “junk mail” folder or “spam” folder.
  - (vii) Proceed to activate your account with the temporary password given in the same email and re-set your own password. You can click the link in the same email or login to <https://agm.citranusaholdings.com> to re-set your own password.

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(b) Verification and notification of your registration

- (i) After verification of your registration against the General Meeting ROD as at 17 May 2023, the Company will send an email on or after 24 May 2023 to confirm the approval of your registration for RPV. The procedures for attendance via RPV are detailed in the email and as set out in **Note 6** below.
- (ii) In the event your registration is not approved, you will be notified via email.

#### 4. Proxy

(a) Appointment of Chairman of the meeting as proxy

If a shareholder is not able to attend the 34th AGM via RPV facilities, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy. The same must be deposited or submitted in accordance with Note 4(d) below.

(b) Appointment of proxy or corporate representative

- (i) A shareholder who has appointed a proxy(ies) or corporate representative(s) to participate at this 34th AGM via RPV must ensure that the Form of Proxy is completed with required information, signed and dated accordingly. The same must be deposited in accordance with Note 4(d) below.
- (ii) The shareholder must also request his/her proxy(ies) or authorised representative to register himself/herself as a user with the website at <https://agm.citranusaholdings.com> (refer to Note 3(a) above).

(c) Documents relating to appointment as corporate representative

For a corporate member who has appointed a representative to participate via RPV at the 34th AGM, please deposit the ORIGINAL certificate of appointment in accordance with Note 4(d) below.

(d) Cut-off date and time for lodgement of Form of Proxy

The Form of Proxy and/or documents relating to the appointment of proxy/corporate representative for the 34th AGM shall be deposited or submitted in hard copy in the following manner not later than **11.00 a.m. on Wednesday, 24 May 2023** in accordance with Article 90 of the Company's Constitution:

- (i) By hand or post to the Company's registered office at Wisma CNI, No. 2 Jalan Perunding U1/17, Hicom-Glenmarie Industrial Park, Seksyen U1, 40150 Shah Alam, Selangor Darul Ehsan
- (ii) By fax at 03-5569 3308 or email to [cnisec@cni.my](mailto:cnisec@cni.my)

#### 5. Poll Voting

The voting at the 34<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

- (a) The Company has appointed a Poll Administrator to conduct the poll by way of online voting. During the meeting, the Chairman will invite the Poll Administrator to brief you on the online voting process. The online 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 end of the voting session. This is in line with the SC's Guidance which provides that Members shall be allowed to cast their votes remotely and contemporaneously (live) during the proceeding of the general meeting.
- (b) The Company has appointed an Independent Scrutineers to verify the poll results. Upon completion of the voting session for the 34th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### 6. RPV on the date of the 34<sup>th</sup> AGM

With the approved registration for RPV, you have the right to join the meeting and vote remotely. Your login to the website at <https://agm.citranusaholdings.com> indicates your attendance at the virtual 34th AGM. The procedures for the RPV facilities are as summarised below:

(a) Login to <https://agm.citranusaholdings.com>

Login with your user ID (email address) and password for remote participation at the 34th AGM at any time from 10.30 a.m. i.e. 30 minutes before the commencement of 34<sup>th</sup> AGM at 11.00 a.m. on Thursday, 25 May 2023.

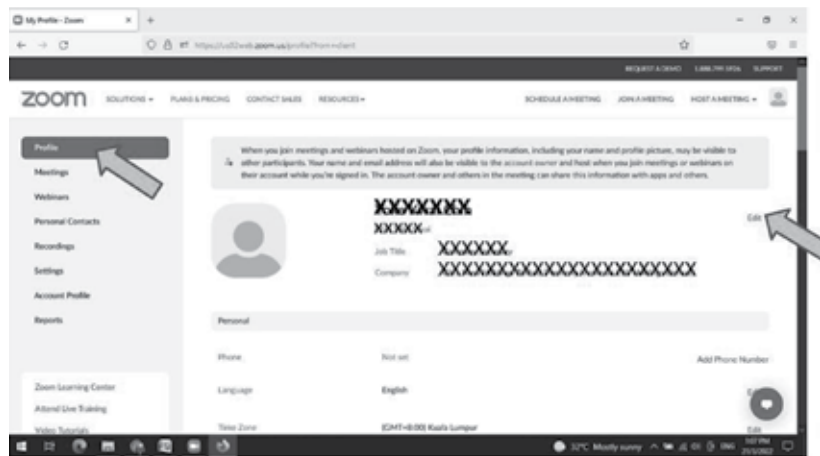
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We are using Zoom to conduct the meeting, please test your video feed, microphone and internet connection through zoom software ([https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started?mobile\\_site=true](https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started?mobile_site=true)) before the meeting starts. It is also available in iPhone and Android phones.

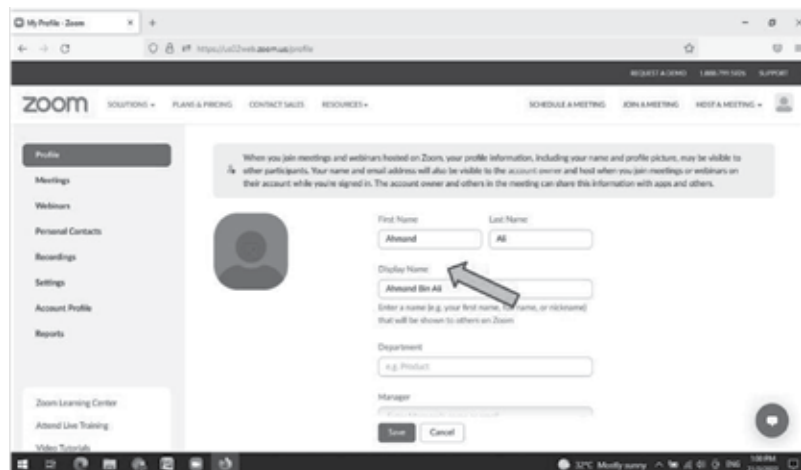
Please change the **display name** to the name as per your NRIC in your Zoom account profile as follows:

Sign in your Zoom account, look for “My Profile”

Select “Profile” and click “Edit” to proceed



Please change the “Display Name” to the name as per your NRIC



The participants in the ZOOM waiting room will not be let in if we cannot identify you.

### (b) Participate through video conferencing

Select “VIRTUAL MEETING” to engage in the proceedings of the 34th AGM remotely. Only the eligible shareholder can participate and attend the meeting.

During the meeting, you will have the opportunity to speak and ask questions by video conferencing. The Board and senior management will endeavour to respond to the questions accordingly during the meeting. Only the eligible shareholders can ask questions during the meeting.

You must turn on your video feed so we can spot you if you have any questions during the Q&A session. You must declare your name when asking the questions. If the questions asked by the non-eligible shareholders, the questions will be invalidated.

Please note that the quality of your connection to the video conference is dependent on the bandwidth and stability of the internet at your location and the device you use.

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### (c) Online Remote Voting

The Online Voting session will commence once the Chairman of the meeting declares that the voting platform is activated. The voting session will end upon announcement by the Chairman.

Select "REMOTE VOTING" from the Main Menu at <https://agm.citranusaholdings.com>. If you are on the Zoom meeting page, you can check the chat box in the Zoom to get the link of <https://agm.citranusaholdings.com>

Indicate your votes for the resolutions that are tabled for voting. Please cast your vote on all resolutions as appeared on the screen. Confirm and submit your votes. Once submitted, your votes will be final and cannot be changed.

#### Helpline Contact

In the event you encounter any issues with logging-in, connection to the Zoom video conference meeting or online voting, kindly call or WhatsApp at +6012 638 2090 for assistance.

#### End of Zoom Meeting for remote participation

The meeting will end and the RPV facilities will be disabled upon the announcement by the Chairman on the conclusion of the 34<sup>th</sup> AGM after the outcome of the resolutions has been declared.

### 7. NO DOOR GIFT

No door gift / voucher will be given to shareholders / proxies who participate at the 34<sup>th</sup> AGM

### 8. ANNUAL REPORT 2022

The following documents are also available in the Company's website at <https://citranusaholdings.com> under 'AGM' section:

1. Notice of the 34<sup>th</sup> AGM, Form of Proxy and Administrative Guide
2. Annual Report 2022
3. Circular to Shareholders and Share Buy-Back Statement
4. Corporate Governance Report 2022
5. Annual Report 2022 Request Form.



In consideration of the environment, we have reduced substantially the number of printed copies of the Annual Report 2022 and we strongly encourage our shareholders to refer to the documents available online. Nevertheless, in the event that you still require a hard copy, you may request a printed copy of the Annual Report 2022 by completing the "Annual Report 2022 Request Form" (No. 5 above) and email to [cnisec@cni.my](mailto:cnisec@cni.my).

### 9. ENQUIRY

If you have any enquiry prior to the 34<sup>th</sup> AGM, please contact the following officers during office hours (9.00 a.m. to 6.00 p.m.) on Monday to Friday, except on public holidays:

<b>Citra Nusa Holdings Berhad</b> Wisma CNI, No. 2 Jalan Perunding U1/117, Hicom-Glenmarie Industrial Park, Seksyen U1 40150 Shah Alam, Selangor	<b>Contact Number</b> Ms. Chin Yoke Kwai 03-5569 4000 ext 2345 012-366 2356 <a href="mailto:cnisec@cni.my">cnisec@cni.my</a>
<b>Boardroom Share Registrars Sdn Bhd</b> 11th Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor	<b>Contact Number</b> Puan Syahirah Rahimi 03-7890 4754 <a href="mailto:nursyahirah.cherahimi@boardroomlimited.com">nursyahirah.cherahimi@boardroomlimited.com</a>

Given the current "Transition to Endemic" phase, the Company shall abide by the prevailing and applicable procedures and guidelines as well as precautionary measures as prescribed by the Government and other relevant authorities. In the event that any new procedures, guidelines or measures may affect the administration of the 34<sup>th</sup> AGM as set out in this Administration Guide and require material change to the proceeding of the meeting, the Company will issue an announcement on the same accordingly. Hence, please contact the above officers or check the Company's website for announcements on the latest update (if any) in relation to the 34<sup>th</sup> AGM.