

ADMINISTRATIVE GUIDE FOR THE THIRTY-FIRST ANNUAL GENERAL MEETING (“31st AGM”)

Date and Time: 23 September 2021 (Thursday), 3.00 p.m.

Online Meeting Platform: TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn. Bhd., Malaysia

Dear Valued Shareholders of Amverton Berhad (“Amverton” or the “Company”),

Due to the ongoing pandemic we are conducting this 31st AGM on a fully virtual basis through live streaming, online remote participation and voting facilities via the online meeting platform hosted on TIIH Online System.

REMOTE PARTICIPATION AND VOTING FACILITIES

1. Shareholders are to attend, speak (including posing questions to the Board in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 31st AGM the Company using Remote Participation and Voting Facilities (“RPV”) provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its TIIH Online website at <https://tiih.online>. Please refer to the Procedures for registration / RPV.
2. A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 31st AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for registration / RPV.
3. Shareholders who are unable to participate at this 31st AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.
4. Please note that only a depositor whose name appears on the Record of Depositor as at 15 September 2021 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 31st AGM.

PROCEDURES FOR REGISTRATION / RPV

Shareholder(s) or proxy(ies) or attorney(s) or corporate representative(s) who wish to participate at the 31st AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure		Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from Wednesday, 1st September 2021 until the day of 31st AGM, Thursday, 23rd September 2021. Shareholder(s) or proxy(ies) or attorney(s) or corporate representative(s) are required to pre-register their attendance for the 31st AGM to ascertain their eligibility to participate the 31st AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) AMVERTON 31st AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified.
		<ul style="list-style-type: none"> After verification of your registration against the General Meeting Record of Depositors dated 15th September 2021, the system will send you an e-mail after 21st September 2021 to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 31st AGM remotely).</i></p>

ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 31st AGM at any time from 2.00 p.m., i.e. 1 hour before the commencement of the 31st AGM on Thursday, 23rd September 2021 at 3.00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) AMVERTON 31st AGM” to engage in the proceedings of the 31st AGM remotely. If you have any question for the Chairman / Board, you may use the query box to transmit your question. The Chairman / Board will endeavor to respond to questions submitted by you during the 31st AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 3.00 p.m. on Thursday, 23rd September 2021 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) AMVERTON 31st AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 31st AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the day of the meeting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

In the case of an appointment made in hard copy form, the proxy form or any authority pursuant to which such an appointment is made by a power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, must be deposited at the Company's Registered Office at No. 22C, Jalan Gelugor, 41050 Klang, Selangor Darul Ehsan, Malaysia or alternatively, be deposited at the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd., at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding 31st AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

Alternatively, you may also submit the duly executed proxy form electronically via TIIH Online website at <https://tiih.online>, not later than **Tuesday, 21st September 2021 at 3.00 p.m.** Please refer to the Procedures for Electronic Submission of Proxy Form.

PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your Proxy Form electronically via Tricor's **TIIH Online** website are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
(a)	Register as a User with TIIH Online
(b)	Proceed with submission of Proxy Form

- Using your computer, please access the website at <https://tiih.online>. Register as a user under the "e-Services" by selecting "Create Account by Individual Holder". Please do refer to the tutorial guide posted on the homepage for assistance.
- If you are already a user with TIIH Online, you are not required to register again.

- After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.
- Select the corporate event: "**AMVERTON 31st AGM - SUBMISSION OF PROXY FORM**".
- Read and agree to the Terms and Conditions and confirm the Declaration.
- Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.
- Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- Review and confirm your proxy(ies) appointment.

ii. Steps for Corporation or Institutional Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event: “AMVERTON 31st AGM - SUBMISSION OF PROXY FORM” • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “SUBMISSION OF PROXY FORM” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online, select corporate event: “AMVERTON 31st AGM – SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

ENQUIRY

If you have any enquiry on the above, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd

Registration No. 197101000970 (11324-H)

General Line: +603-2783 9299

Fax Number: +603-2783 9222

Email: is.enquiry@my.tricorglobal.com