

FOCUS DYNAMICS GROUP BERHAD
Registration No. 200201015261 (582924-P)
(Incorporated in Malaysia)

18TH ANNUAL GENERAL MEETING (“18TH AGM”)

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Broadcast Venue</u>
1 July 2021 (Thursday)	11.00 a.m.	18th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

MODE OF MEETING

In view of the **Covid-19** outbreak and as part of the safety measures, the 18th AGM will be conducted entirely through live streaming from the Broadcast Venue.

The Broadcast Venue is strictly for the purpose of complying with Section 327 (2) of the Companies Act, 2016 which stipulates that the Chairman of the meeting shall be at the main venue of the AGM. Shareholders of the Company (“**Shareholders**”) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the AGM.

Shareholders will have to register to attend the AGM remotely by using the Remote Participation and Voting (“**RPV**”) Facilities, the details as set out below.

RPV

The 18th AGM will be conducted entirely through live streaming and online remote voting. You are encouraged to attend the 18th AGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a Shareholder to participate (including to pose questions to the Board of Directors of the Company (“**Board**”)) and vote at the 18th AGM.

Individual Members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the 18th AGM.

If an individual member is unable to attend the 18th AGM, he/she is encouraged to appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Corporate Members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the AGM using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the AGM must contact the poll administrator, ShareWorks Sdn. Bhd. with the details set out below for assistance and will be required to provide the following documents to the Company no later than **30 June 2021 at 11:00 a.m.**:

- i. Certificate of appointment of its Corporate Representative or Form of Proxy under the seal of the corporation;
- ii. Copy of the Corporate Representative’s or proxy’s MyKad (front and back) / Passport; and
- iii. Corporate Representative’s or proxy’s email address and mobile phone number.

Upon receipt of such documents, ShareWorks Sdn. Bhd. will respond to your remote participation request.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the 18th AGM, the Corporate Member is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.


In respect of **Nominee Company Members**, the beneficiaries of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the 18th AGM using RPV Facilities. Nominee Company Members who wish to participate and vote remotely at the 18th AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 18th AGM. Nominee Company must contact the poll administrator, ShareWorks Sdn. Bhd. with the details set out below for assistance and will be required to provide the following documents to the Company no later than **30 June 2021 at 11:00 a.m.**:

- i. Form of Proxy under the seal of the Nominee Company;
- ii. Copy of the proxy's MyKad (front and back) / Passport; and
- iii. Proxy's email address and mobile phone number.

Upon receipt of such documents, ShareWorks Sdn. Bhd. will respond to your remote participation request.

If a Nominee Company Member is unable to attend the 18th AGM, it is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The procedures for the RPV in respect of the live streaming and remote voting at the 18th AGM is as follows:-

Procedures		Action
Before 18th AGM		
1.	Register as participant in Virtual 18th AGM 	<ul style="list-style-type: none"> Using your computer, access the registration website at https://rebrand.ly/FocusAGM <ul style="list-style-type: none"> Click on the Register link to register for the AGM session. If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. <ul style="list-style-type: none"> Click Register and enter your email followed by Next to fill in your details to register for the 18th AGM session. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
2.	Submit your online registration	<ul style="list-style-type: none"> Shareholders who wish to participate and vote remotely at the 18th AGM via RPV Facilities are required to register prior to the meeting. The registration will open from 5:00 p.m. on 31 May 2021 and the registration will close at 11:00 a.m. on 30 June 2021. Clicking on the link mentioned in item 1 will redirect you to the 18th AGM event page. Click on the Register link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). Insert your CDS account number(s) and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declarations. Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors of the Company as at 21 June 2021, the system will send you an email to notify you if your registration is approved or rejected after 22 June 2021. If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.

On the day of 18th AGM		
3.	Attending Virtual 18th AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email is one day before the 18th AGM day, while the second email will be sent 1 hour before the 18th AGM session. Click Join Event in the reminder email to participate the RPV.
4.	Participate with live video	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/Board, you may use the Q&A panel to send your questions. The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
5.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the voting session and the duration allowed at the respective 18th AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the 18th AGM, the live session will end.

PROXY

Shareholders who appoint proxies to participate via RPV Facilities in the 18th AGM must deposit the completed duly executed proxy forms at ShareWorks Sdn. Bhd., No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan (KL) or fax to 03-6201 3121 or email to ir.focus@shareworks.com.my, no later than **Wednesday, 30 June 2021 at 11.00 a.m.**

Please note that if an individual member has submitted his/her Form of Proxy prior to the 18th AGM and subsequently decides to personally participate in the AGM via RPV Facilities, the individual member shall proceed to contact ShareWorks Sdn. Bhd. using the contact details as set out below to revoke the appointment of his/her proxy no later than **Wednesday, 30 June 2021 at 11.00 a.m.**

POLL VOTING

The voting at the 18th AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed ShareWorks Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

The Scrutineers will verify the poll results and the Chairman will declare whether the resolution is duly passed or otherwise.

NO RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 18th AGM is allowed.

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be no distribution of breakfast / lunch packs, door gifts or food vouchers.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following officers during office hours (from 9.00 a.m. to 5.30 p.m. (Monday to Friday)):

For registration, logging in and system related:**Focus Dynamics Group Berhad**

Name : Mr. ZH Lee
Telephone : 6016-328 7852
Email : agm@focusdynamics.com.my

For Proxy and other matters:**ShareWorks Sdn. Bhd.**

Name : Mr. Kou Si Qiang/Mr. Vemalan a/l Naraynan/Ms. Fong Wee Liam
Telephone : 03-6201 1120
Email: : ir.focus@shareworks.com.my

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

To administer the proceedings of the 18th AGM in orderly manner, shareholders may before the 18th AGM, submit questions to the Board to agm@focusdynamics.com.my no later than **30 June 2021** at **11:00 a.m.** The Board will endeavour to address the questions received at the 18th AGM.