

ADMINISTRATIVE GUIDE

Date	Time	Broadcast Venue
29 November 2022 (Tuesday)	2.30 p.m.	Lot 4.1, 4th Floor, Menara Lien Hoe No. 8, Persiaran Tropicana Tropicana Golf & Country Resort 47410 Petaling Jaya, Selangor Darul Ehsan Malaysia

MODE OF MEETING

In view of the Covid-19 outbreak and as part of the safety measures, the 19th AGM will be conducted entirely through live streaming from a 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 present at the broadcast venue of the 19th AGM. Shareholders of Focus Dynamics Group Berhad (the Company) (Shareholders) are **NOT REQUIRED** to be physically present **NOT ADMITTED** at the broadcast venue on the day of the 19th AGM.

Shareholders whose names appear on the General Meeting Record of Depositors on 21 November 2022 shall be eligible to participate in the 19th AGM remotely by using the Remote Participation and Voting (RPV) Facilities as per the details set out below.

RPV

The 19th AGM will be conducted entirely through live streaming and online remote voting. Shareholders are encouraged to participate in the 19th AGM by using the RPV Facilities. With the RPV Facilities, Shareholders may exercise their rights to participate (including to pose questions to the Board of Directors (Board) and the management of the Company and vote at the 19th AGM.

Individual Members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the 19th AGM.

If an Individual Member is unable to participate the 19th AGM, he/she is encouraged to appoint a proxy(ies) or the Chairman of the meeting to participate on his/her behalf and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Corporate Members (through Corporate Representative(s) or appointed proxy(ies)) are also strongly advised to participate and vote remotely at the 19th AGM using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the 19th AGM will be required to provide the following documents to the Share Registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan (KL) no later than **Sunday, 27 November 2022 at 2.30 p.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.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to participate in the 19th 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.

Administrative Guide (cont'd)

RPV (CONT'D)

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 19th AGM using RPV Facilities. Nominee Company Members who wish to participate and vote remotely at the 19th AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 19th AGM. Nominee Company will be required to provide the following documents to the Share Registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan (KL) no later than **Sunday, 27 November 2022 at 2.30 p.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.

If a Nominee Company Member is unable to participate in the 19th 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 19th AGM is as follows:-

Procedures	Action
Before 19th AGM	
1. Register as participant in Virtual 19th AGM	<ul style="list-style-type: none"> • Using your computer, access the registration website at https://rebrand.ly/FocusAGM • If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click Register and enter your email followed by Next to fill in your details to register for the 19th 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 19th AGM via RPV Facilities are required to register prior to the meeting. The registration will open from 5.00 p.m. on 31 October 2022 and the registration will close at 2.30 p.m. on 27 November 2022. • Clicking on the link mentioned in item 1 will redirect you to the 19th 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 November 2022, the system will send you an email to notify you if your registration is approved or rejected after 27 November 2022. • If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.

Administrative Guide (cont'd)

RPV (CONT'D)

The procedures for the RPV in respect of the live streaming and remote voting at the 19th AGM is as follows:- (Cont'd)

Procedures		Action
On the day of 19th AGM		
3.	Attending 19th AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email is one day before the 19th AGM day, while the second email will be sent 1 hour before the 19th 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 19th 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 RPV Facility	Upon the announcement by the Chairman on the closure of the 19th AGM, the live session will end.

PROXY

Shareholders who appoint proxies to participate via RPV Facilities in the 19th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan (KL) or fax to 03-6413 3270 or email to infosr@wscs.com.my, no later than **Sunday, 27 November 2022 at 2.30 p.m.**

Please note that if an Individual Member who has submitted his/her Form of Proxy prior to the 19th AGM and subsequently decides to personally participate in the AGM via RPV Facilities, the Individual Member shall proceed to contact the Company's share registrar at 03-6413 3271 to revoke the appointment of his/her proxy no later than **Sunday, 27 November 2022 at 2.30 p.m.**

POLL VOTING

The voting at the 19th 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 Workshire Share Registration Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means.

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

Administrative Guide (cont'd)

NO RECORDING OR PHOTOGRAPHY

Strictly **NO** recording or photography of the proceedings of the 19th 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 to the Shareholders or proxy(ies) who participate in the 19th AGM.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following officers during office hours from 9.00 a.m. to 6.00 p.m. on Monday to Friday (except public holidays) at:

For registration, logging in and system related:

Focus Dynamics Group Berhad

Name : Mr. Hong / Ms. Eris / Ms. Jey
Telephone : 03-7688 1013
Email : vgm@mlabs.com

For Proxy and other matters:

Workshire Share Registration Sdn. Bhd.

Name : Mr. Tee Yee Loon
Telephone : 012-371 8858
Email: : infosr@wscs.com.my

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

To administrate the proceedings of the 19th AGM in orderly manner, Shareholders may before the 19th AGM, submit questions to the Board to agm@focusdynamics.com.my no later than **Sunday, 27 November 2022 at 2.30 p.m.** The Board will endeavour to address the questions received at the 19th AGM.