



**KENANGA INVESTMENT BANK BERHAD**  
Company Registration No. 197301002193 (15678-H)  
(Incorporated in Malaysia)

# ADMINISTRATIVE GUIDE

## ADMINISTRATIVE GUIDE FOR THE FORTY-SIXTH (46<sup>TH</sup>) ANNUAL GENERAL MEETING (“AGM”)

**Date** : Thursday, 11 June 2020

**Time** : 11.00 a.m.

**Broadcast Venue** : Kenanga Tower, 237, Jalan Tun Razak, 50400 Kuala Lumpur, Wilayah Persekutuan, Malaysia

## REMOTE PARTICIPATION AND VOTING AT A FULLY VIRTUAL FORTY-SIXTH (46<sup>TH</sup>) AGM OF KENANGA INVESTMENT BANK BERHAD

1. In light of the Coronavirus Disease 2019 (“**COVID-19**”) pandemic and the constant evolving situation in relation thereof, Kenanga Investment Bank Berhad (“**KIBB**” or “**the Company**”) will be conducting its AGM fully virtual via live webcast and online remote voting using the Remote Participation and Voting Facilities (“**RPV Facilities**”).
2. Pursuant to the *Guidance and FAQs on the Conduct of General Meetings for Listed Issuers* issued by the Securities Commission Malaysia on 18 April 2020 (“**SC’s Guidance Note**”), the only venue involved in the conduct of a fully virtual general meeting shall be the broadcast venue<sup>1</sup> and that there should not be more than eight (8) essential individuals physically present at the broadcast venue.
3. In this regard, the broadcast venue mentioned above is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be present at the main venue of the meeting in Malaysia i.e. the Forty-Sixth (46<sup>th</sup>) AGM. In line with the SC’s Guidance Note, no Shareholders will be physically present nor admitted at the broadcast venue on the day of the AGM.
4. Shareholders will have to register with the Company’s Share Registrar, Boardroom Share Registrars Sdn Bhd (“**Boardroom**”) to attend or participate at the Forty-Sixth (46<sup>th</sup>) AGM remotely by using the RPV Facilities, the details of which are set out below under Paragraph 16 of this Administrative Guide.

## ENTITLEMENT TO ATTEND, SPEAK AND VOTE AT THE AGM

5. For the purpose of determining the Shareholders who shall be entitled to attend the AGM, the Company will be requesting Bursa Malaysia Depository Sdn Bhd, in accordance with Clause 60 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 5 June 2020. Only a Shareholder whose name appears in the ROD as at 5 June 2020, shall be entitled to attend the AGM virtually or appoint Proxy(ies) to attend, speak and/ or vote on his/ her behalf.

## PROXY AND PROXY FORM

6. In accordance with the Company’s Constitution, Shareholders are entitled to vote at the AGM either personally, electronically or by Proxy.

---

<sup>1</sup> A broadcast venue refers to a physical venue in Malaysia where the Chairman of the general meeting is physically present. The essential individuals may also be present at the broadcast venue to facilitate the conduct of a fully virtual general meeting.

# ADMINISTRATIVE GUIDE

7. In view that no Shareholders are admissible to the broadcast venue, if a Shareholder is unable to attend the AGM virtually, he/ she can appoint the Chairman of the Meeting as his/ her proxy and indicate the voting instruction in the Proxy Form.

For Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee, you may also appoint a Proxy who is not the Chairman of the Meeting.

The Proxy Form must be deposited at the office of the Company's share registrar, Boardroom at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or emailed a scanned copy of the Proxy Form to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) or Fax it to 03-7890 4670, **no later than Wednesday, 10 June 2020 at 11.00 a.m.**

8. If you wish to attend the virtual AGM personally, please do not submit any Proxy Form for the AGM.
9. If you have submitted your Proxy Form prior to the AGM and subsequently decided to attend the virtual AGM personally, please contact Boardroom to revoke the appointment of your Proxy (i.e. the Chairman of the Meeting) and register yourself for the RPV, **no later than Wednesday, 10 June 2020 at 11.00 a.m.**

## E-PROXY LODGEMENT

10. For the convenience of individual Shareholders, the Company also offers an alternative mode of submission of Proxy Form i.e. by electronic means via Boardroom Smart Investor Portal. Upon successful submission, you will not be required to submit a physical copy of the Proxy Form to Boardroom's office or email the same to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).

The steps for E-Proxy Lodgement are as follows:

<b>Step 1</b>	<p>Individual Shareholders to sign up with Boardroom Smart Investor Portal. To sign up, please follow the following steps:</p> <p><b>Register Online with Boardroom Smart Investor Portal (for first time registration only)</b></p> <ol style="list-style-type: none"><li>Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li><li>Complete registration and upload softcopy of your MyKAD (front and back) or Passport.</li><li>Please enter a valid email address and wait for Boardroom's email verification.</li><li>Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.</li></ol> <p><b>Note:</b> If you have already signed up with <b>Boardroom Smart Investor Portal</b>, you are not required to register again. Please proceed to Step 2.</p>
<b>Step 2</b>	<p>To proceed with the E-Proxy Lodgement, please follow the following instructions:</p> <ol style="list-style-type: none"><li>Login to <a href="http://boardroomlimited.my/">http://boardroomlimited.my/</a> using your User ID and Password obtained from Step 1 above.</li><li>Go to "<b>E-PROXY LODGEMENT</b>" and browse the Meeting List for "<b>Kenanga Investment Bank Berhad's 46<sup>th</sup> AGM</b>" and click "<b>APPLY</b>".</li><li>Read the Terms &amp; Conditions and confirm the Declaration.</li><li>Enter your CDS Account Number and the total number of shares held.</li></ol>

# ADMINISTRATIVE GUIDE

	<ul style="list-style-type: none"><li>e. Select your Proxy i.e. either “The Chairman of the Meeting” or “individual named Proxy(ies)” and enter the required particulars for your Proxy(ies).</li><li>f. Indicate your voting instructions i.e. ‘For’ or ‘Against’. Otherwise, your Proxy will decide on your vote.</li><li>g. Review and confirm your Proxy(ies) appointment.</li><li>h. Click <b>SUBMIT</b>.</li><li>i. Download or print the e-Proxy Form Acknowledgement for your record.</li></ul>
--	---

## VOTING PROCEDURE

11. In accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the virtual AGM will be conducted by poll. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (“**e-Voting**”) and Boardroom Corporate Services Sdn Bhd as the Scrutineers to verify the poll results.
12. During the virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The 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 closure of the poll for each Resolution.
13. For the purposes of this virtual AGM, e-Voting will be carried out via personal smart mobile phones, tablets or laptops where the Remote Participants are requested to select one of the following modes to vote:
  - a. Download the free **Lumi AGM App** from Apple App Store or Google Play Store prior to the AGM; **OR**
  - b. Scan the QR Scanner Code given to you via email; **OR**
  - c. Login to the website URL at <https://web.lumiagm.com/>.

## REMOTE PARTICIPATION AND VOTING (“RPV”)

14. Please note that the RPV is made available only for the following participants who wish to attend and vote remotely during the virtual AGM:
  - i. Individual Shareholder;
  - ii. Corporate Shareholder;
  - iii. Authorised Nominee; and
  - iv. Exempt Authorised Nominee.
15. From the remote participation, you will be able to view a live webcast of the AGM, pose questions to the Board of Directors and submit your votes on a real time basis.
16. Kindly follow the steps below to request for the Login ID and Password.

# ADMINISTRATIVE GUIDE

<b>Step 1</b>	<p>Register Online with Boardroom Smart Investor Portal (for first time registration only)</p> <ol style="list-style-type: none"> <li>Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>Complete registration and upload softcopy of your MyKAD (front and back) or Passport.</li> <li>Please enter a valid email address and wait for Boardroom's email verification.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.</li> </ol> <p><b>Note:</b> If you have already signed up with <b>Boardroom Smart Investor Portal</b>, you are not required to register again. You may proceed to Step 2 - Submit Request for Remote Participation User ID and Password.</p>
<b>Step 2</b>	<p><b>Submit Request for Remote Participation User ID and Password</b></p> <p><b>Note:</b> The registration for remote access will be opened on 13 May 2020 for submission of request for Remote Participation User ID and Password.</p> <ol style="list-style-type: none"> <li><b>Individual Shareholder</b> <ul style="list-style-type: none"> <li>Login to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using your User ID and Password from Step 1 above.</li> <li>Select <b>"Hybrid/ Virtual Meeting"</b> from main Menu and select the correct Corporate Event i.e. <b>"Kenanga Investment Bank Berhad's 46<sup>th</sup> Virtual AGM"</b>.</li> <li>Enter your CDS Account Number.</li> <li>Read and agree to the Terms &amp; Condition and thereafter <b>SUBMIT</b> your request.</li> </ul> </li> <li><b>Corporate Shareholder</b> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of the Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to <b>SUBMIT</b> the request.</li> <li>Corporate Shareholder must also provide a copy of the Corporate Representative's MyKad (Front and Back) as well as his/ her email address.</li> </ul> </li> <li><b>Authorised Nominee and Exempt Authorised Nominee</b> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of the Beneficial Shareholder(s), CDS Account Number accompanied with the Proxy Form to <b>SUBMIT</b> the request.</li> <li>Authorised Nominee and Exempt Authorised Nominee must also provide a copy of the Proxy Holder's MyKad (Front and Back) as well as his/ her email address.</li> </ul> </li> </ol> <ol style="list-style-type: none"> <li>You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>Upon system verification against the General Meeting ROD as at 5 June 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>If your registration is approved, you will also receive your remote access User ID and Password along with an email guide from Boardroom.</li> <li>Please note that the closing time to submit your request is on Wednesday, 10 June 2020 at 11.00 a.m.</li> </ol>

# ADMINISTRATIVE GUIDE

On the AGM Day	
Step 3	<p><b>Login to Virtual AGM Portal</b></p> <p><i><b>Note:</b> Please note that the quality of the connectivity to <b>Virtual AGM Portal</b> for live webcast, as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.</i></p> <ol style="list-style-type: none"> <li>The <b>Virtual AGM Portal</b> will be opened for login an hour (one (1) hour) before the commencement of the AGM at 10.00 a.m. on Thursday, 11 June 2020.</li> <li>Follow the steps given to you in the email guide along with your remote access User ID and Password to login to the <b>Virtual AGM Portal</b>. (Kindly refer to Step 2 above).</li> <li>The steps will also guide you on how to view live webcast, ask questions and vote.</li> </ol> <p>If you have any question for the Chairman/ Board of Directors, you may use the Messaging Window to submit your questions in real time during the AGM. The Chairman/ Board of Directors will try to respond to the questions submitted during the AGM. If there is time constraint, the responses will be emailed to you after the AGM.</p> <p>Shareholders may also email their questions to the Group Company Secretary, Puan Norliza Abd Samad at <a href="mailto:norlizas@kenanga.com.my">norlizas@kenanga.com.my</a> <b>no later than Tuesday, 9 June 2020 at 11.00 a.m.</b></p> <ol style="list-style-type: none"> <li>Upon the Chairman announcing the closure of the AGM, the live webcast will end and the Messaging Window will be disabled accordingly.</li> <li>You may then logout from the <b>Virtual AGM Portal</b>.</li> </ol>

- E-Voting for each of the resolutions as set out in the Notice of Forty-Sixth (46<sup>th</sup>) AGM will take place upon the conclusion of the deliberations or Questions and Answers session of each business transacted at the AGM.
- The Chairman will declare the result of the polling upon completion of the polling for each resolution.

## NO VOUCHER AND MEAL PACK

- As the Forty-Sixth (46<sup>th</sup>) AGM will be conducted virtually, there shall be no distribution of vouchers and meal packs.

## ANNUAL REPORT 2019 AND OTHER DOCUMENTS

- As part of our commitment towards green environment, we would encourage you to download the following documents from the Company's website at <https://kenanga.com.my/investor-relations/AGM2020>:
  - Annual Report 2019;
  - Corporate Governance Report for the Financial Year Ended 31 December 2019;
  - Notice of the Forty-Sixth (46<sup>th</sup>) AGM, Statement Accompanying the Notice of AGM and Proxy Form;
  - Administrative Guide; and
  - Share Buy-Back Statement.

# ADMINISTRATIVE GUIDE

However, you may request for a copy of the Company's Annual Report 2019 or any of the above documents from the following contact persons during office hours (8.30 a.m. to 5.30 p.m.) on Mondays to Fridays:

Contact Person: Ms. Violet Hoe  
Telephone No.: 03-2172 2872  
Fax No.: 03-2172 2999  
E-mail: [violet@kenanga.com.my](mailto:violet@kenanga.com.my)

Contact Person: Encik Muhammad Hafidz Kamaruddin  
Telephone No.: 03-2172 2876  
Fax No.: 03-2172 2999  
E-mail: [hafidz@kenanga.com.my](mailto:hafidz@kenanga.com.my)

Although the Movement Control Order has been eased, upon receipt of your request, please expect some delays in the delivery of the hardcopy of the documents which will be delivered to you once they are made available to the Company.

## ENQUIRIES

21. If you have any enquiry relating to the AGM and RPV Facilities, please contact the following persons during office hours (8.30 a.m. to 5.30 p.m.) on Mondays to Fridays:

**a. Kenanga Investment Bank Berhad**

- AGM Matters
- i. Puan Norliza Abd Samad (Tel: 03-2172 2868)
- ii. Ms. Chong Yuke Hua (Tel: 03-2172 2869)
- iii. Ms. Emily Choong (Tel: 03-2172 2871)
- iv. Ms. Cecilia Liew (Tel: 03-2172 0853)

**b. Boardroom Share Registrars Sdn Bhd**

- AGM Matters
- Client Management
- RPV Facilities

Tel: 03-7890 4700  
Fax: 03-7890 4670  
E-mail: [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

22. Due to the constant evolving COVID-19 situation in Malaysia, we advise you to constantly check the Company's website or announcements for the latest updates on the AGM.