



**LAGENDA PROPERTIES BERHAD**  
Registration No: 200101000008 (535763-A)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR SHAREHOLDERS**

<b>General Meeting</b>	:	Extraordinary General Meeting
<b>Date</b>	:	Monday, 31 October 2022
<b>Time</b>	:	11.00 a.m.
<b>Remote Participation and Voting Facilities</b>	:	<a href="https://web.vote2u.my">https://web.vote2u.my</a>

In the best interest of public health and the health and safety of our shareholders, the Board of Directors and employees, the Extraordinary General Meeting of the Company will be held as a fully virtual meeting through live streaming and online remote voting using Remote Participation and Voting (“RPV”) facilities via Vote2U at <https://web.vote2u.my>. Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

**Entitlement to Participate and Vote Remotely**

Shareholders whose names appear on the Record of Depositors (“ROD”) as at [xx] shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

**PROCEDURES TO PARTICIPATE IN RPV**

Please follow the Procedure to Participate in RPV as summarized below:

**<BEFORE EGM DAY>**

<b>A: REGISTRATION</b>		
	<b>Description</b>	<b>Procedure</b>
1.	Shareholders to register with Vote2U  ➤ Individual Shareholders	a. Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a> . b. Click “ <b>Sign Up</b> ” to sign up as a user. c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/> . Then click “ <b>Next</b> ”. d. Fill-in your details (i) ensure your email address is valid & (ii) create your own password. Then click “ <b>Continue</b> ”. e. Upload a clear copy of your identification card (MyKad) for Malaysian (front only) or Passport for non-Malaysian (page with photo). f. Registration as user completed. g. Your registration will be verified against the ROD and an email notification will be sent to you. Please check your email.  <i>Note: If you have registered as a user with Vote2u previously, you are not required to register again.</i>

<b>B: REGISTRATION OF PROXY</b>		
<b>No.</b>	<b>Description</b>	<b>Procedure</b>
1.	Submit Form of Proxy (hardcopy) <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	a. Fill-in details on the hardcopy Form of Proxy by providing the following information: <b>Proxy(ies) &amp; Corporate Representative</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Number of MyKad for Malaysian and passport for non-Malaysian</li> <li>• Address and email address – ensure email address is valid</li> </ul> b. Corporate Representative only – deposit the hardcopy Form of Proxy together with the following document to the address as stated on the Form of Proxy: <ul style="list-style-type: none"> <li>• A copy of Certificate of Appointment as corporate representative</li> </ul> c. Individual shareholders, authorised nominee and exempt authorised nominee – deposit hardcopy Form of Proxy to the address as stated on the Form of Proxy. d. Submitted Form of Proxy will be verified. e. After verification, proxy(ies) and corporate representative will be receive an email with a temporary credentials, i.e. email address & password, to log in to Vote2u.

**<ON EGM DAY>**

- a. Log in to <https://web.vote2u.my> with your registered email address and password. For proxy(ies) and corporate representative, log in with the temporary credentials provided in the email which you have received from Vote2u.
- b. Vote2u will be opened for log in one (1) hour before the commencement of the general meeting you are attending.
- c. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

<b>No.</b>	<b>Description</b>	<b>Procedure</b>
1.	Live Streaming	a. Select " <b>Watch Live</b> " button to view the live streaming
2.	Ask Question (real-time)	a. Click " <b>Ask Question</b> " button to post question(s). b. Type in your question and click " <b>Submit</b> ".  <i>Note: The Chairman / Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies and corporate shareholders during the EGM.</i>
3.	Remote Voting	a. On the main page, scroll down and click " <b>Confirm Details &amp; Start Voting</b> ". b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click " <b>Next</b> " to continue voting for all resolutions. c. To change your vote, click " <b>Back</b> " and select another voting choice. d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click " <b>Confirm</b> " to submit your vote.  <i>Note: Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.</i>
4.	View Voting Results	a. On the main page, scroll down and select " <b>View Voting Results</b> ".
5.	End of RPV	a. Upon the announcement by the Chairman on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2u.

## **ADDITIONAL INFORMATION**

### **Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the poll administrator to conduct the polling process and Governance Advisory & Solutions Sdn. Bhd. as the independent scrutineers to verify the results of the poll.

### **No Door Gift, e-Voucher or Food Voucher**

There will be no door gift, e-Voucher or food voucher for shareholders, proxies and corporate representative who participate in this EGM.

### **Enquiry**

- a. For enquiries relating to EGM, please email your enquiries or contact our **Investor Relation** during office hours (9.00 a.m. to 6.00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No.: 05-688 7179  
Email: [ir@lagendaprops.com](mailto:ir@lagendaprops.com)

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2u helpdesk during office hours (9.00 a.m. to 6.00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No.: 03-7664 8520 / 03-7664 8521  
Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)