

Administrative Notes

ADMINISTRATIVE NOTES FOR THE SEVENTH ANNUAL GENERAL MEETING (“7th AGM” OR “MEETING”) OF LKL INTERNATIONAL BERHAD (“LKL” OR “THE COMPANY”)

Meeting Day, Date	:	Tuesday, 15 March 2022
Time	:	10:00 a.m.
Main Venue	:	Board Room of Wisma LKL, No. 3, Jalan BS 7/18, Kawasan Perindustrian Bukit Serdang, Seksyen 7, 43300 Seri Kembangan, Selangor Darul Ehsan

The 7th AGM will be held on a fully virtual and entirely via remote participation and electronic voting via an online meeting platform at <https://rebrand.ly/LKL-AGM> operated by Mlabs Research Sdn. Bhd.

MODE OF MEETING

In line with the Government's directive and the revised Guidance Note and Frequently Asked Questions (FAQs) on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 (“SC Guidance”), the 7th AGM of the Company will be conducted on a **fully virtual basis and entirely via remote participation and voting**.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 7th AGM using the RPV facilities operated by Mlabs Research Sdn Bhd (“Mlabs”) via <https://rebrand.ly/LKL-AGM>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 7th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/LKL-AGM> operated by Mlabs.

As the 7th AGM will be held as a fully virtual meeting, shareholders who are unable to participate in this 7th AGM via RPV facilities may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR THE RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate remotely in the 7th AGM using the RPV facilities are advised to follow the requirements and procedures as indicated below:-

Procedures	Actions
BEFORE THE 7th AGM DAY	
(a) Register as a participant in LKL Virtual 7 th AGM	<ul style="list-style-type: none"> Using your computer, access the website at https://rebrand.ly/LKL-AGM. Click on the Register link to register for the 7th AGM session. 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 7th 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.



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Procedures	Actions
(b) Submit your online registration	<ul style="list-style-type: none"> All the Shareholders are required to register prior to the meeting. Registration for the 7th AGM is open from Monday, 31 January 2022 until Monday, 14 March 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 7th AGM to ascertain their eligibility to participate in the 7th AGM using the RPV. Clicking on the link in item 1 will redirect you to the 7th 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. Kindly fill in the CDS account number and indicate the number of shares you hold. If you have more than one CDS account, please state the CDS account number and indicate the number of shares held separately with a comma (,). 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. The system will send an email to notify that your registration for remote participation is received and pending verification. After verification of your registration against the General Meeting Record of Depositors dated 7 March 2022, the system will send you an e-mail to notify you if your registration is approved or rejected after 8 March 2022. If your registration is rejected, you can contact Mlabs for clarifications or to appeal.

ON THE DAY OF THE 7th AGM

(c) Attending LKL Virtual 7 th AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the 7th AGM day, while the 2nd will be sent 1 hour before the 7th AGM session. Click Join Event in the reminder email to participate the RPV. Please ensure you have downloaded and installed Cisco WebEX Meetings application before attending the Virtual 7th AGM.
(d) Participating 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. Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internal connection at your location.
(e) Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the announcement of the Voting session and the duration allowed at the 7th 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 time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
(f) End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 7th AGM, the live streaming will end.

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RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at 7 March 2022 shall be entitled to attend, speak and vote at the 7th AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend and/or vote on his/her behalf.

INDIVIDUAL SHAREHOLDERS

Individual shareholders are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the 7th AGM. Please refer to the details as set out above for information.

If an individual member is unable to attend the 7th AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

CORPORATE SHAREHOLDERS

Corporate members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the 7th AGM using the RPV Facilities. Corporate shareholders who wish to participate and vote remotely at the 7th AGM must be deposited the following documents to the Poll Administrator's office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor Darul Ehsan no later than Sunday, 13 March 2022 at 10.00 a.m. :-

- i. Certificate of appointment of its Corporate Representative or Proxy Form 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, Mlabs or the Company will respond to your remote participation request.

If a corporate shareholder (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the 7th AGM, it is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

NOMINEE COMPANY SHAREHOLDERS

The beneficiaries of the shares under a Nominee Company's CDS account (“Nominee Company shareholder(s)”) are also strongly advised to participate and vote remotely at the 7th AGM using RPV Facilities. Nominee Company shareholders who wish to participate and vote remotely at the 7th AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 7th AGM. Nominee Company must be deposited the following documents to the Poll Administrator's office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor Darul Ehsan no later than Sunday, 13 March 2022 at 10.00 a.m.:-

- i. Proxy Form 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, Mlabs or the Company will respond to your remote participation request.

If a Nominee Company shareholder is unable to attend the 7th AGM, it is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

If a shareholder is unable to attend the 7th AGM, he/she may appoint a proxy or the Chairman of the meeting as his/her proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

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REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the 7th AGM and subsequently decides to personally participate in the 7th AGM via RPV Platform, the Shareholder must contact AldPro Corporate Services Sdn. Bhd. to revoke the appointment of his/her proxy no later than Sunday, 13 March 2022 at 10.00 a.m.

POLL VOTING

The voting at the 7th AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed AldPro Corporate Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and BTS Solutions Sdn. Bhd. as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed or otherwise.

The results of the voting for all resolutions will be announced at the 7th AGM and on Bursa Securities' website at www.bursamalaysia.com

RECORDING/PHOTOGRAPHY

By participating at the 7th AGM, you agree that no part of the 7th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

BREAKFAST/LUNCH PACKS, DOOR GIFTS OR VOUCHERS

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

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following persons during office hours (from 9:00 a.m. to 5:30 p.m. (Monday to Friday except public holidays):-

For Registration, logging in and system related:	For Proxy and other matters:
Name: Ms. Eris/ Mr. Bryan/ Mr. Hong Telephone No.: 03-7688 1013 Email: vgm@mlabs.com	Name: Ms Jennie Wong / Ms Lily Telephone No.: 03-7890 0638 (Ext. 223/220) Email: admin@aldpro.com.my