



NETX HOLDINGS BERHAD

Registration No. 200001030834 (533441-W)

(Incorporated in Malaysia)

EXTRAORDINARY GENERAL MEETING

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Venue</u>
9 September 2020	10.30 a.m.	Level 4, Menara Lien Hoe, No.8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

Safeguard measures due to coronavirus disease 2019 (“Covid-19”) pandemic

1. In light of the Covid-19 pandemic, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Malaysia Government, the Ministry of Health, the Malaysian National Security Council and other relevant authorities before attending the EGM.
2. If you have travelled overseas to the affected countries in the past 14 days or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices and strongly encouraged not to attend the EGM.
3. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. Shareholders are encouraged to keep abreast with the latest news released by the authorities regarding travelling, self-quarantine, other health and safety precautions from time to time.
5. Individual shareholders are **strongly encouraged** to take advantage of the Remote Participation and Voting (“RPV”) Facilities to participate and vote remotely at the EGM. With the RPV Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors (“**Board**”) and/or Management of the Company) and vote at the EGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the EGM. Details of the RPV Facilities are set out below.
6. Due to the constant evolving Covid-19 situation in Malaysia, the Company reserves the right to change the meeting arrangements of EGM in accordance to the latest directives to be issued by relevant authorities related to the Covid-19 including to impose limitation to the number of attendees as set by the authorities, if any, to be physically present at the meeting venue. Kindly check the Company’s website or announcement from time to time for the latest updates on the status or changes to the EGM arrangement.
7. To ensure social and physical distancing in accordance with the guidelines issued relevant authorities related to the Covid-19, there will be **no refreshments, door gifts or food voucher** to shareholders, proxies and invited guests who attend the EGM.

Registration

8. Shareholders who wish to participate and vote remotely at the EGM via RPV Facilities, the registration is mandatory for the event. Please click the following link to register: <https://rebrand.ly/NetX-EGM>
9. All the Shareholders are required to register in order to participate to the EGM. The registration will be open from 3.00 p.m. on 21 August 2020 and close at 10.30 a.m. on 8 September 2020.

Upon submission of your registration, you will receive an email to notify you that your registration has been received and is pending verification.
10. After verification of your registration against the General Meeting Record of Depositors of the Company, the system will send you an email to notify you if your registration is approved or rejected after 2 September 2020.
11. Should your registration be rejected, you can contact the Company's Share Registrar or the Company for clarifications.
12. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Please follow the tutorial guide posted on <https://rebrand.ly/NetX-EGM>.

General meeting Records of Depositors

13. For the purpose of determining members' eligibility to attend this meeting, only members whose names appear in the Record of Depositors of the Company as at 2 September 2020 shall be entitled to attend this meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.

Individual members

14. Individual members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the EGM. Please refer to the details as set out under RPV Facilities for information.
15. If an individual member is unable to attend the EGM, he/she is encouraged to appoint 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

16. Corporate members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the EGM using the RPV Facilities. Corporate members who wish to participate and vote remotely at the EGM must contact the Company's Share Registrar with the details set out below for assistance and will be required to provide the following documents to the Company no later than 8 September 2020 at 10.30 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, the Company's Share Registrar or the Company will respond to your remote participation request.

17. If a Corporate member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the EGM, it 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.

Nominee company members

18. The beneficiaries of the shares under a Nominee Company's CDS account ("**Nominee Company member(s)**") are also strongly advised to participate and vote remotely at the EGM using RPV Facilities. Nominee Company members who wish to participate and vote remotely at the EGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the EGM. Nominee Company must contact the Company's Share Registrar with the details set out below for assistance and will be required to provide the following documents to the Company no later than 8 September 2020 at 10.30 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, the Company's Share Registrar or the Company will respond to your remote participation request.

19. If a Nominee Company member is unable to attend the EGM, 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.

Proxy

20. If a member is unable to attend the EGM, he/she may 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.
21. If an individual member has submitted his/her Form of Proxy prior to the EGM and subsequently decides to personally participate in the EGM via RPV Facilities, the individual member must contact the Company's Share Registrar or the Company, whose contact details are set out in No. 25 below, to revoke the appointment of his/her proxy no later than 8 September 2020 at 10.30 a.m.

Poll voting

22. The voting at the EGM will be conducted by way of 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 the Poll Administrator to conduct the poll by way of electronic voting and Sharepolls Sdn Bhd as the Scrutineers to verify the poll results. Upon completion of the voting session for the respective EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

RPV Facilities

23. Please refer to the following information on RPV Facilities for live streaming and remote voting at the EGM:-

Procedures	Action
Before EGM	
1. Register as participant in Virtual EGM	<ul style="list-style-type: none"> Using your computer, access the registration website at https://rebrand.ly/NetX-EGM Click on the Register link to register for the EGM 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 EGM via RPV Facilities are required to register prior to the meeting. The registration will be open from 3.00 p.m. on 21 August 2020 and the registration will close at 10.30 a.m. on 8 September 2020. Clicking on the link mentioned in item 1 will redirect you to the EGM 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 2 September 2020, the system will send you an email to notify you if your registration is approved or rejected after 2 September 2020. If your registration is rejected, you can contact the Company's Share Registrar or the Company for clarifications or to appeal.
On the day of EGM	
3. Attending Virtual EGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the EGM day, while the 2nd will be sent 1 hour before the EGM 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 EGM. 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.

		<ul style="list-style-type: none"> • Votes cannot be changed once it is submitted.
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the EGM, the live session will end.

No Recording or Photography

24. Strictly **NO recording or photography** of the proceedings of the EGM is allowed.

Enquiry

25. 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:
NetX Holdings Berhad**

Name: Alvin Ng
Telephone No: 011-13033355
Email: egm@netx.com.my

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

Name: Mr YS Liew / Mr Vemalan
Telephone No: 03 6201 1120
Email: sharereg@shareworks.com.my