

**MILUX**<sup>®</sup>  
QUALITY • SAFETY • RELIABILITY  
**MILUX CORPORATION BERHAD**  
[Registration No. 199401027937 (313619-W)]  
(Incorporated In Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE 28TH ANNUAL GENERAL MEETING**

Day, Date and Time : Friday, 23 June 2023 at 2.30 p.m.  
Broadcast Venue : Tricor Business Centre, Gemilang Room, Unit 29-02, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur  
Meeting Platform : TIIH Online website at <https://tiih.online>

### **MODE OF MEETING**

The 28<sup>th</sup> AGM of the Company will be conducted virtually through live streaming from the Broadcast Venue and using Remote Participation and Voting (“**RPV**”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd via TIIH Online website at <https://tiih.online>. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Members and proxies **WILL NOT BE ALLOWED** to attend this AGM in person at the Broadcast Venue on the day of the 28<sup>th</sup> AGM.

### **RPV FACILITIES**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 28<sup>th</sup> AGM using RPV facilities from Tricor.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 28<sup>th</sup> AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

### **PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES**

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 28<sup>th</sup> AGM using the RPV facilities:

**Administrative Guide for the 28<sup>th</sup> AGM to be held on 23 June 2023****BEFORE THE 28<sup>TH</sup> AGM**

	<b>Procedure</b>	<b>Action</b>
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend the 28 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Friday, 28 April 2023 until the day of 28<sup>th</sup> AGM on Friday, 23 June 2023.</li> <li>Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 28<sup>th</sup> AGM to ascertain their eligibility to participate in the 28<sup>th</sup> AGM using the RPV facilities.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) MILUX CORPORATION BERHAD 28<sup>TH</sup> AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 19 June 2023, the system will send you an <b>e-mail on 21 June 2023 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>

**ON THE 28<sup>TH</sup> AGM DAY**

(a)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 28<sup>th</sup> AGM at any time from <b>1.30 p.m.</b> i.e. 1 hour before the commencement of the 28<sup>th</sup> AGM on <b>Friday, 23 June 2023 at 2.30 p.m.</b></li> </ul>
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) MILUX CORPORATION BERHAD 28<sup>TH</sup> AGM</b>” to engage in the proceedings of the 28<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>

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**ON THE 28<sup>TH</sup> AGM DAY (cont'd)**

(c)	Online Remote Voting	<ul style="list-style-type: none"><li>• Voting session commences from 2.30 p.m. on Friday, 23 June 2023 until a time when the Chairman announces the end of the session.</li><li>• Select the corporate event: <b>“(REMOTE VOTING) MILUX CORPORATION BERHAD 28<sup>TH</sup> AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul>
(d)	End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the closure of the 28<sup>th</sup> AGM, the Live Streaming will end.</li></ul>

**Note to users of the RPV facilities:**

1. Should your registration for the RPV facilities be approved, we will make available to you the right to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**Entitlement to Participate and Appointment of Proxy**

- Only members whose names appear on the Record of Depositors as at 19 June 2023 shall be eligible to participate, speak and vote at the 28<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the meeting to attend and vote on his/her behalf.
- If you are not able to participate in the 28<sup>th</sup> AGM remotely, you are encouraged to appoint the Chairman of the meeting as your proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 28<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you. If you have submitted your Proxy Form prior to the 28<sup>th</sup> AGM and subsequently decide to personally participate in the AGM, please write in to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) to revoke the earlier appointment of your proxy(ies) at least 48 hours before the commencement of the AGM. Upon revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, kindly advise you proxy(ies) accordingly.

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- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 28<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Wednesday, 21 June 2023 at 2.30 p.m.:-**

(i) In Hard copy form:

By hand or post to the Poll Administrator, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur.

(ii) By Electronic means:

The Proxy Form can also be electronically lodged via TIIH Online at <https://tiah.online>. The procedure to submit Proxy Form electronically are summarised below:-

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiah.online">https://tiah.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>• Login with your username (i.e. email address) and password.</li><li>• Select the corporate event: <b>“MILUX CORPORATION BERHAD 28<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li><li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print the Proxy Form for your record.</li></ul>

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Procedure	Action
ii. <b>Steps for corporate or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>▪ Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects <b>“CREATE ACCOUNT BY REPRESENTATIVE OF CORPORATE HOLDER”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>▪ Select the corporate event: <b>“MILUX CORPORATION BERHAD 28<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b></li> <li>▪ Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIIH Online, select corporate event: <b>“MILUX CORPORATION BERHAD 28<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions to the Board in advance of the 28<sup>th</sup> AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Wednesday, 21 June 2023 at 2.30 p.m.** The Board will endeavor to answer the questions received at the 28<sup>th</sup> AGM.

**NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of the 28<sup>th</sup> AGM proceedings is allowed.

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**NO DOOR GIFT/FOOD VOUCHER**

There will be no distribution of door gift or food voucher for the 28<sup>th</sup> AGM.

We thank you for your continued support to the Company.

**ENQUIRY**

If you have any enquiry prior to the meeting, you may contact the following persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b>		<b>Telephone Number</b>
<i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur.	General Line	603-2783 9299
	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Pn Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Ms Nur Shafikah	603-2783 92819293 nur.shafikah@my.tricorglobal.com
	Fax Number	603-2783 9222
	General Email	is.enquiry@my.tricorglobal.com