



### WHAT IS Securities Services e-Portal?

Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to -

- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Attend and participate at meetings remotely via live streaming
- Vote online remotely on resolutions tabled at meetings

(referred to as “e-Services”)

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Milux Corporation Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

### REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Mr. Yeow Lip Lin (DID: +603 2084 9006) or Ms Lee Pei Yeng (DID: +603 2084 9169) or contact our general line (DID: +603 2084 9000) and request for e-Services Assistance. Alternatively, you may email us at [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my).

## BEFORE THE MEETING

FIRST, register as a User of Securities Services e-Portal

**ALL USERS MUST REGISTER AT LEAST TWO (2) WORKING DAYS BEFORE THE CLOSING OF PROXY FORM SUBMISSION OR REGISTRATION FOR REMOTE PARTICIPATION AT MEETING ONLINE I.E., BY 14 SEPTEMBER 2020, AS ONE (1) WORKING DAY IS REQUIRED TO PROCESS ALL PORTAL USER REGISTRATIONS.**

- Step 1 Visit <https://www.sshsb.net.my/login.aspx>
- Step 2 Register as a user - registration is free
- Step 3 Wait for our notification email that will be sent within one (1) working day
- Step 4 Verify your user account within seven (7) days of the notification email and log in

- This is a **ONE-TIME** registration. If you are already a registered user of Securities Services e-Portal, you need not register again.
- Your email address is your User ID.

**SECOND, once you have successfully registered as a User of Securities Services e-Portal, log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password**

Where you wish to participate remotely at the meeting	Where you wish to appoint proxy(ies) to participate remotely on your behalf
Register for remote participation at the meeting [ Refer to (A) below ]	Submit your e-Proxy Form online [ Refer to (B) below ] (or you may also submit the hard copy Form of Proxy)

### (A) REGISTRATION FOR REMOTE PARTICIPATION AT MEETING

Meeting	Registration for Remote Participation Closing Date and Time
25 <sup>th</sup> Annual General Meeting (“AGM”) on Friday, 18 September 2020 at 2:30 p.m.	Wednesday, 16 September 2020 at 2:30 p.m.

- Look for **Milux Corporation Berhad** under Company Name and **25<sup>th</sup> AGM on 18 September 2020 at 2:30 p.m. – Registration for Remote Participation** under Corporate Exercise / Event and click “>” to register for remote participation at the meeting

Step 1 Check if you are attending as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

*For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.*

Step 2 Enter your CDS account number or the body corporate’s CDS account number.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- You need to register for remote participation for **every CDS account(s)** you have or represent as an individual shareholder or corporate or authorised representative.
- As the meeting will be conducted on a fully virtual basis and only the Chairman will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

## (B) SUBMISSION OF e-PROXY FORM

Meeting	Proxy Form Submission Closing Date and Time
25 <sup>th</sup> AGM on Friday, 18 September 2020 at 2:30 p.m.	Wednesday, 16 September 2020 at 2:30 p.m.

- Look for **Milux Corporation Berhad** under Company Name and **25<sup>th</sup> AGM on 18 September 2020 at 2:30 p.m. – Submission of Proxy Form** under Corporate Exercise / Event and click “>” to submit your proxy forms online for the meeting by the submission closing date and time above

Step 1 Check if you are submitting the proxy form as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

*For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above .*

Step 2 Enter your CDS account number or the body corporate’s CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).

**You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.**

Step 3 Proceed to indicate how your votes are to be casted against each resolution.

Step 4 Review and confirm your proxy form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **My Records** (refer to the left navigation panel).
- You need to submit your e-Proxy Form for **every CDS account(s)** you have or represent.

## PROXIES

All appointed proxies need not register for remote participation under (A) above but will **need to register as Users** of the e-Portal at least two (2) working days before the submission closing date and time for proxy forms i.e., **by 14 September 2020**. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

## ON THE DAY OF THE MEETING

Log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password

### JOINING THE LIVE STREAM MEETING (eLive)

Meeting	eLive Access Date and Time
25 <sup>th</sup> AGM on Friday, 18 September 2020 at 2:30 p.m.	Friday, 18 September 2020 at 2:00 p.m.

- Look for **Milux Corporation Berhad** under Company Name and **25<sup>th</sup> AGM on 18 September 2020 at 2:30 p.m. – Live Stream Meeting** under Corporate Exercise / Event and click “>” to join the meeting
- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/relevant adviser will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

### REMOTE ONLINE VOTING DURING THE MEETING (eVoting)

Meeting	eVoting Access Date and Time
25 <sup>th</sup> AGM on Friday, 18 September 2020 at 2:30 p.m.	Friday, 18 September 2020 at 2:30 p.m.

- Look for **Milux Corporation Berhad** under Company Name and **25<sup>th</sup> AGM on 18 September 2020 at 2:30 p.m. – Remote Voting** under Corporate Exercise / Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the meeting

Step 1 Cast your votes by clicking on the radio buttons against each resolution

Step 2 Review your casted votes and confirm and submit the votes

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close when the Chairman announces the closing of all voting at the respective meeting.
- A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).