

## ADMINISTRATIVE DETAILS

For Extraordinary General Meeting (“EGM”) of Syarikat Takaful Malaysia Keluarga Berhad (“Takaful Malaysia Keluarga”)

Date	:	Thursday, 17 October 2024
Time	:	10:00 a.m.
Broadcast Venue	:	Dewan Ahmad Mohamed Ibrahim, 5 <sup>th</sup> Floor, Annexe Block, Menara Takaful Malaysia, No. 4, Jalan Sultan Sulaiman, 50000 Kuala Lumpur
Meeting platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
Mode of Communication	:	Typed text through the meeting platform. The messaging window facility will be opened concurrently, one hour before the EGM, which is from 9:00 a.m. on Thursday, 17 October 2024

### VIRTUAL EGM

1. The EGM will be conducted virtually through live streaming and online remote voting facilities in accordance with the practices adopted by listed issuers in other developed stock markets to ensure that the Company’s EGM is transparent, has a high level of integrity and is environmentally friendly. Furthermore, over the years, resolutions tabled at the Company’s general meetings have been passed electronically and adoption of a virtual EGM is a logical development in adopting sound corporate governance practices.
2. The Broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be present at the main venue of the meeting. Hence, NO SHAREHOLDERS/PROXY(IES)/CORPORATE REPRESENTATIVES will be physically present at the broadcast venue on the day of the meeting.

### VOTING PROCEDURE

1. The voting procedure will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad’s (“Bursa Malaysia”) Main Market Listing Requirements. The Company appointed Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) as the “Poll Administrator” to conduct the poll by way of electronic voting (“e-voting”) and SKY Corporate Services Sdn. Bhd. as the “Scrutineers” to verify and validate the poll results.
2. For purposes of this EGM, e-voting may be carried out via personal smart mobile phones, tablets or laptops.

3. There are two methods for members and proxies who wish to use their personal device to vote as follows:-
  - a. Launch Lumi EGM by scanning the QR code provided to you in the email along with your remote participation User ID and Password; OR
  - b. Access Lumi EGM via the website URL: <https://meeting.boardroomlimited.my>
4. Polling will start from commencement of EGM and until such time when the Chairman announces closure of the poll.
5. Scrutineers will verify the poll result reports upon closure of polling session by the Chairman who will then declare whether the resolutions put to vote were successfully carried or otherwise.
6. You must ensure that you are connected to internet at all times in order to participate and vote remotely when the EGM commences. Therefore, it is your responsibility to ensure that connectivity is maintained throughout the EGM. Please note that quality of connectivity to the Virtual Meeting Portal for live webcast/remote online voting is dependent on bandwidth/stability of internet connection at the location of remote participants.

### **REMOTE PARTICIPATION AND ELECTRONIC VOTING (“RPEV”)**

1. Please note that this option is available to (i) individual Members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.
2. If you choose to participate in the virtual EGM, you will be able to view a live webcast of EGM proceedings, ask questions and submit your votes in real time whilst the EGM is in progress.

Kindly follow the steps below to request for a login ID and password to access the RPEV facility.

#### **STEP 1 – REGISTER ONLINE WITH BOARDROOM SMART INVESTOR PORTAL (for first time registration only)**

*(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to STEP 2. Submit a request for Remote Participation user ID and password.)*

- (a) Access website <https://investor.boardroomlimited.com>
- (b) Click ‘**Register**’ to sign up as a user and select the correct account type, i.e. sign up as “**Shareholder**” or “**Corporate Holder**”.
- (c) Complete the registration with the required information. Upload a softcopy of your MyKad (front and back) or passport in JPEG, PNG or PDF format. For corporate holder, kindly attached the authorisation letter as well. Click “**Sign Up**”.
- (d) You will receive an email from Boardroom to verify your email address. Click “**Verify Email Address**” from the email received to continue with the registration.
- (e) Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal to verify your mobile number. Click “**Request OTP Code**” and an OTP code will be sent to your registered mobile number. Please enter the OTP Code to complete the process.
- (f) An email will be sent to you within one business day informing you on the approval of your Boardroom Smart Investor Portal account. You can login to the

Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> to proceed with the next step.

## **STEP 2 – SUBMIT REQUEST FOR REMOTE PARTICIPATION USER ID AND PASSWORD**

*(Note: The registration for remote access will be opened on 3 October 2024).*

***You are required to be registered to ascertain your eligibility to participate in the EGM via RPEV. Shareholders are encouraged to register at least twenty-four (24) hours before commencement of meeting to avoid any delay in registration.***

### **For Individual Members**

- (a) Login to <https://investor.boardroomlimited.com> with your user ID/password from Step 1 above.
- (b) Select **SYARIKAT TAKAFUL MALAYSIA KELUARGA BERHAD EXTRAORDINARY GENERAL MEETING** from the list of Corporate Meetings and click “Enter”.

### **To attend the virtual EGM remotely**

- (a) Click on “**Register for RPEV**”.
- (b) Read and click agree to the terms and conditions and enter your CDS account number to submit your request.

### **To appoint proxy**

- (a) Click on “**Submit eProxy Form**”.
- (b) Read and accept the General Terms and Conditions by clicking “**Next**”.
- (c) Enter your CDS Account Number and number of securities held.
- (d) Select your proxy; either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- (e) Indicate your voting instructions: “**FOR**” or “**AGAINST**” or otherwise, your proxy will decide your vote.
- (f) Review and confirm your proxy appointment and click “**Apply**”.
- (g) Download or print the eProxy form as acknowledgement.

### **Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee**

- (a) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- (b) Read and accept the General Terms and Conditions by clicking “**Next**”.
- (c) Enter your CDS account number, number of securities held and attach a copy of the authorisation letter for corporate representative.
- (d) Enter the corporate representative’s details or select your proxy; either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- (e) Indicate your voting instructions: “**FOR**” or “**AGAINST**” or otherwise, your proxy will decide your vote.
- (f) Review and confirm your proxy appointment and click “**Apply**”.
- (g) Download or print the eProxy form as acknowledgement.

### **Via email**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. Please provide a copy of Corporate Representative's

or Proxy's MyKad (Front and Back) or passport in JPEG, PNG, PDF format as well as his/her email address.

**Thereafter:**

- You will receive notification from Boardroom upon receipt of your request and verification of the same.
- Upon verification against the Record of Depositors of the Company as at 10 October 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- Please note that only one user ID and password can log on to one device at a time, and the closing time to submit your request is on **Wednesday, 16 October 2024, 10:00 a.m..**

**STEP 3 – LOGIN TO VIRTUAL MEETING PORTAL**

*(Please note that the quality of connectivity to the Virtual Meeting Portal for live webcast and for RPEV is highly dependent on the internet bandwidth and stability at the location of the remote users.)*

- (a) The Virtual Meeting Portal will be opened for login one hour before the commencement of the EGM at 9:00 a.m. on 17 October 2024.
- (b) Follow the steps in the email along with your remote access user ID and password to log in to the Virtual Meeting Portal. The meeting platform can be accessed via one of the following methods:
  - launch Lumi EGM by scanning the QR Code provided in the notification email; OR
  - access to Lumi EGM web portal via the website at <https://meeting.boardroomlimited.my>. The steps will also guide you on how to view live webcasts, ask questions and vote.

**Participation**

*(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)*

- (a) If you would like to view the live webcast, select the broadcast icon. 
- (b) If you would like to ask a question during the EGM, select the messaging icon. 
- (c) Type your message in the chat box and click the send button once completed.

**Voting**

- (a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.
- (b) To vote, select your voting direction from the options provided. A confirmation message will appear to show that your vote has been received.
- (c) To change your vote, re-select another voting direction.
- (d) If you wish to cancel your vote, please press **“Cancel”**.

**End of participation**

- (a) Upon the announcement by the Chairman on closure of the EGM, the live webcast will end.
- (b) You can now log out of the meeting platform.

## **PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE EGM**

1. The Chairman and the Board of Directors (“Board”) will endeavour to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the EGM.
2. All modes of communication are accepted for the purpose of posting questions to the Chairman and Board before or during the EGM. However, shareholders are encouraged to post questions via the online platform during the EGM.
3. Shareholders may proceed to cast votes on each of the proposed resolutions to be tabled at the EGM from commencement of EGM. Shareholders are reminded to cast their votes before the poll is closed.
4. Shareholders who participate in the EGM are able to view the Company’s presentation or slides presented via the live webcast.

## **ENTITLEMENT TO PARTICIPATE AND VOTE**

In respect of deposited securities, only members whose names appear in the Record of Depositors of the Company on 10 October 2024 shall be eligible to participate in the EGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## **FORM(S) OF PROXY**

1. Shareholders are required to participate and vote at EGM using RPEV facility. If you are unable to participate in the EGM, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy.
2. Please take note that you must complete the Form of Proxy for the EGM should you wish to appoint a proxy(ies).
3. Please ensure that the original form is deposited at the Share Registrar’s office not less than 24 hours before the time appointed for holding the EGM at the following address during office hours from 8:30 a.m. to 5:30 p.m.:

Boardroom Share Registrars Sdn. Bhd.  
11<sup>th</sup> Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13  
46200 Petaling Jaya, Selangor Darul Ehsan  
Office: +603-7890 4700  
Fax: +603-7890 4670

Alternatively, the proxy appointment can also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> not less than twenty-four (24) hours before the time appointed for the holding of the EGM. For further information, kindly refer to RPEV procedure above.

4. Any authority pursuant to which such an appointment is made by power of attorney must be deposited at Boardroom or its softcopy emailed to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) no later than **Wednesday, 16 October 2024 at 10:00 a.m.** A copy of the power of attorney may be accepted provided that it is notarial certified and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

5. If you wish to participate in the meeting yourself, please do not submit any Form of Proxy for the meeting. You will not be allowed to participate in the meeting together with your appointed proxy by you.
6. If you have submitted your Form of Proxy prior to the meeting and subsequently decide to participate in the meeting yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) at least 24 hours before the EGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

Please note that the Company shall deem that shareholders have no objection to use the provision in the Form of Proxy which has designated the Chairman of the meeting as the authorised person to vote on behalf of shareholders until or unless further instructions are received. The appointed Poll Administrator of EGM shall be notified of such arrangement accordingly.

### **RECORDING OR PHOTOGRAPHY AT EGM**

No screen recording or any other form of recording or photography of EGM's proceedings is allowed without the prior written permission of the Company.

### **GIFT POLICY**

There will be **NO DISTRIBUTION** of door gifts for shareholders/proxies who join or participate in the EGM.

### **CIRCULAR TO SHAREHOLDERS: GO DIGITAL & PAPERLESS**

As part of our commitment to sustainable practices, Circular to Shareholders can be downloaded from our website at [www.takaful-malaysia.com.my](http://www.takaful-malaysia.com.my) under Investor Relations as well as Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements.

### **ENQUIRY**

For enquiries on the voting procedure and e-polling process, please refer to Boardroom during office hours, Monday to Friday from 8:30 a.m. to 5:30 p.m.:-

Help Desk  
Boardroom Share Registrars Sdn. Bhd.  
Telephone No. : +603-7890 4700  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### **PERSONAL DATA PROTECTION CONSENT**

The processing of your personal data is subject to Takaful Malaysia Keluarga's Privacy Notice, as published on its website.