



AGM ADMINISTRATIVE DETAILS

WILLOWGLEN MSC BERHAD

Registration No. 199801006521 (462648-V)

TWENTY-FIFTH ANNUAL GENERAL MEETING (“25TH AGM”)

Date	:	Wednesday, 17 May 2023
Time	:	10:00 a.m.
Broadcast Venue	:	Board Room, No. 1, Jalan 2/149B, Taman Sri Endah, Bandar Baru Sri Petaling, 57000 Kuala Lumpur, Wilayah Persekutuan, Malaysia
Meeting Platform	:	Securities Services e-Portal at https://sshsb.net.my/

MODE OF 25th AGM

The 25th AGM of the Company will be conducted on a virtual basis by way of live streaming and online remote voting via Remote Participation and Voting facilities via **Securities Services e-Portal (“SS e-Portal”)** at <https://sshsb.net.my/>.

Kindly be advised that the Broadcast Venue, which is the main venue of the 25th AGM, is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 82 of the Company’s Constitution, which require the Chairman to be present at the main venue of the 25th AGM.

No shareholders, proxies and/or corporate representatives from the public should be physically present or admitted at the Broadcast Venue on the day of the 25th AGM.

Shareholders/proxies/corporate representatives are able to participate, speak (including posing questions to the Board via real-time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 25th AGM via eLive and eVoting facilities provided by SS e-Portal.

Please note that SS e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari. The quality of connection to the live broadcast is dependent on the bandwidth and stability of the internet connection of the location and the device used by the participants.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only members whose names appear in the ROD as at 10 May 2023 shall be entitled to participate in the 25th AGM or appoint proxy(ies) to participate and/or vote on his/her stead.

POLL VOTING

The voting at the 25th AGM will be conducted by way of poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SS E Solutions Sdn. Bhd. as the Poll Administrator to conduct the poll voting via SS e-Portal and Commercial Quest Sdn. Bhd. as the Independent Scrutineer to verify the poll results. The voting module has been made accessible to all shareholders/proxies/corporate representatives to submit your votes from the commencement of the 25th AGM and shall close upon the closure of the voting session to be announced by the Chairman of the 25th AGM. Upon completion of the voting session for the 25th AGM, the Independent Scrutineer will verify and announce the poll results, followed by the Chairman’s declaration of whether the resolutions are duly passed.

RESULTS OF THE VOTING

Results of the voting on the resolutions proposed at the 25th AGM will be announced at the 25th AGM and subsequently, via an announcement made by the Company through Bursa Malaysia Securities Berhad at <https://www.bursamalaysia.com>.

RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 25th AGM is allowed.

DOOR GIFT

There will be no distribution of door gifts for participation in the 25th AGM.

PROCEDURES FOR REMOTE PARTICIPATION AND VOTING VIA SECURITIES SERVICES E-PORTAL

BEFORE THE 25TH AGM

FIRST, sign up for a user account at [Securities Services e-Portal](#)

ALL USERS MUST SIGN UP AS USERS BY THURSDAY, 11 MAY 2023

- Step 1: Visit <https://sshsb.net.my/>
Step 2: Sign up for a user account.
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 already have a user account, 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://sshsb.net.my/> with your registered email and password

Where you wish to participate remotely at the 25th AGM	Where you wish to appoint proxy(ies) to participate remotely on your behalf
Register for remote participation at the 25th AGM [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 25th AGM

25th AGM	Registration for Remote Participation Closing Date and Time
25th AGM on Wednesday, 17 May 2023 at 10:00 a.m.	Wednesday, 17 May 2023 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **25th AGM on 17 May 2023 at 10:00 a.m. – Registration for Remote Participation** under Corporate Exercise / Event and click “>” to register for remote participation at the 25th AGM.

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 must 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 must 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, Malaysia for verification before the registration closing date and time above.

Step 2: Submit your registration.

- 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 **all the CDS account(s)** you have or represent as an individual shareholder or corporate or authorised representative.
- As the 25th AGM will be conducted on a 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 25th AGM, failing which, please appoint the Chairman of the 25th AGM as proxy or your own proxy(ies) to represent you.

(B) SUBMISSION OF e-PROXY FORM

25th AGM	Proxy Form Submission Closing Date and Time
25th AGM on Wednesday, 17 May 2023 at 10:00 a.m.	Monday, 15 May 2023 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **25th AGM on 17 May 2023 at 10:00 a.m. – Submission of Proxy Form** under Corporate Exercise / Event and click “>” to submit your proxy forms online for the 25th AGM 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 must 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 must 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, Malaysia 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 may appoint the Chairman of the 25th AGM as your proxy where you are not able to participate remotely.

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

Step 4: Review and confirm your e-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 (B) above, but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal by **Thursday, 11 May 2023**. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY. Upon processing the proxy forms, we will grant the proxy access to remote participation at the 25th AGM to which he/she is appointed 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 25th AGM.

ON THE DAY OF THE 25TH AGM

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

(A) JOINING THE LIVE STREAM MEETING (eLive)

25th AGM	eLive Access Date and Time
25th AGM on Wednesday, 17 May 2023 at 10:00 a.m.	Wednesday, 17 May 2023 at 9:30 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **25th AGM on 17 May 2023 at 10:00 a.m. – Live Stream Meeting** under Corporate Exercise / Event and click ">" to join the 25th AGM.
- 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 respond to your questions during the 25th AGM.

(B) REMOTE ONLINE VOTING DURING THE 25TH AGM (eVoting)

25th AGM	eVoting Access Date and Time
25th AGM on Wednesday, 17 May 2023 at 10:00 a.m.	Wednesday, 17 May 2023 at 10:00 a.m.

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.
OR
- Look for **Willowglen MSC Berhad** under Company Name, and **25th AGM on 17 May 2023 at 10:00 a.m. – Remote Voting** under Corporate Exercise / Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the 25th AGM.

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

Step 2: Review your cast votes, confirm and submit the votes.

- The access to eVoting will open on the abovementioned date and time.
- Your votes cast 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 will be cast, 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 25th AGM.
- A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).

ENQUIRY

If you have any enquiry, please contact the following personnel during office hours from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. (Monday to Friday):

SS E Solutions Sdn. Bhd.

- Mr. Wong Piang Yoong (DID: +603-2084 9168)
- Ms. Lee Pei Yeng (DID: +603-2084 9169)
- Ms. Rachel Ou (DID: +603-2084 9161)
- General line (DID: +603-2084 9000) - request for e-Services Assistance.

Alternatively, you may email to eservices@sshsb.com.my.