



AGM ADMINISTRATIVE DETAILS

WILLOWGLEN MSC BERHAD

Registration No. 199801006521 (462648-V)

TWENTY-FOURTH ANNUAL GENERAL MEETING (“24TH AGM”)

Date	:	Wednesday, 25 May 2022
Time	:	10:00 a.m.
Broadcast Venue	:	Board Room, No. 1, Jalan 2/149B, Taman Sri Endah, Bandar Baru Sri Petaling, 57000 Kuala Lumpur
Meeting Platform	:	https://sshbsb.net.my/

MODE OF MEETING

In view of the COVID-19 outbreak and as part of the best health practices, the 24th 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** at <https://sshbsb.net.my/>.

This is in line with the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia.

Kindly be advised that the Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 82 of the Company’s Constitution, where the Chairman shall be present at the main venue of the 24th AGM.

No shareholders, proxies, and/or corporate representatives from the public should be physically present or admitted to the Broadcast Venue on the day of the 24th AGM.

Shareholders/Proxies/Corporate Representative 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 24th AGM via eLive and eVoting facilities provided by Securities Services e-Portal.

Please note that Securities Services e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge, and Safari.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only members whose names appear in the ROD as at 18 May 2022 shall be entitled to participate in the 24th AGM or appoint proxies to participate and/or vote on his/her behalf.

POLL VOTING

The voting at the 24th AGM will be conducted by 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 Poll Administrator to conduct the poll by way of electronic voting and Commercial Quest Sdn. Bhd. as Scrutineers 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 Meeting and shall close upon the closure of the voting session to be announced by the Chairman of the Meeting. Upon completing the voting session for the meeting, the Scrutineers 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 24th AGM will be announced at the 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 24th AGM is allowed.

REFRESHMENT AND DOOR GIFT

There will be no refreshment and distribution of door gifts for participation in the 24th AGM.

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

BEFORE THE MEETING

FIRST, sign up for a user account at **Securities Services e-Portal**

ALL USERS MUST SIGN UP AS USERS BY 19 MAY 2022

- 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 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
24th AGM on Wednesday, 25 May 2022 at 10:00 a.m.	Wednesday, 25 May 2022 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **24th AGM on 25 May 2022 at 10:00 a.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 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 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 meeting 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 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
24th AGM on Wednesday, 25 May 2022 at 10:00 a.m.	Monday, 23 May 2022 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **24th AGM on 25 May 2022 at 10:00 a.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 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 may 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 will be cast 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 (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 19 May 2022. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting 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 meeting as the meeting will be conducted on a virtual basis.

ON THE DAY OF THE MEETING

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

JOINING THE LIVE STREAM MEETING (eLive)

Meeting	eLive Access Date and Time
24th AGM on Wednesday, 25 May 2022 at 10:00 a.m.	Wednesday, 25 May 2022 at 9:30 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **24th AGM on 25 May 2022 at 10:00 a.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 note that the quality of the live streaming depends 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
24th AGM on Wednesday, 25 May 2022 at 10:00 a.m.	Wednesday, 25 May 2022 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 **24th AGM on 25 May 2022 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 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 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 respective meeting.
- 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.