



**NWP HOLDINGS BERHAD**

**(Registration No. 199901020576 (495476-M))**

**( Incorporated in Malaysia )**



**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL  
EXTRAORDINARY GENERAL MEETING (“EGM”)**

<b>Date</b>	<b>:</b>	<b>Thursday, 17 December 2020</b>
<b>Time</b>	<b>:</b>	<b>11.00 a.m.</b>
<b>Broadcast Venue</b>	<b>:</b>	<b>Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur</b>

**MODE OF MEETING**

In light of the COVID-19 outbreak and as part of our safety measures, the EGM of NWP Holdings Berhad (“Company”) will be conducted on a fully virtual basis via live streaming and online voting from the Broadcast Venue. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (subsequently revised on 13 October 2020).

The Broadcast Venue is strictly to comply 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. No shareholders/proxies should be physically present at the Broadcast Venue on the day of the EGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

**You may email your questions in relate to matters of discussion in the EGM in advance to the Company.**

**REGISTRATION AND DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES**

As no shareholder/proxies should be physically present at the Broadcast Venue, shareholders/proxies who wish to participate in the EGM will have to register online and attend remotely. Kindly follow the steps below to ensure that you can obtain your DBF and details to log in to the Webinar session to participate at the EGM online:

1. Open this link <https://vps.megacorp.com.my/eubx5k> or scan the QR code above and submit all the details requested at least twenty four (24) hours before the time of the EGM.
2. Only shareholders are allowed to register their details online. Shareholders can also appoint proxy/Chairman via online, as in Step 1 above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.
3. Alternatively, you may deposit your Form of Proxy at the office of Poll Administrator, Mega Corporate Services Sdn Bhd (“MegaCorp”) at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur or email [EGM-support.NWP@megacorp.com.my](mailto:EGM-support.NWP@megacorp.com.my) not less than 48 hours before the date and time

for the EGM or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll as indicated above or at any adjournment thereof.

4. For corporate shareholders / Nominee Accounts, please follow Step 3 above.
5. The Poll Administrator will e-mail a copy of your DBF to you to participate and vote at the meeting once they have verified your details.
6. Registered shareholders/proxies would receive 2 emails:
  - i. Webinar session link (to join the virtual meeting)
  - ii. DBF (for remote voting purposes)

## **POLL VOTING**

The voting will be conducted by a poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed MegaCorp as Poll Administrator to conduct the poll by way of electronic voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of the EGM, e-voting will be carried out via your digital devices (e.g., Computer/Mobile Phone/Tablets). The DBF itself is self-explanatory. Please carefully read the instructions on the e-mail from Webinar Master to familiarise yourself with the steps needed to exercise your rights at the EGM.

Shareholders/proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the EGM, the Scrutineers will verify the poll results after which the Chairman of the EGM will announce the results of the resolutions.

## **RECORD OF DEPOSITORS FOR THE EGM**

The date of Record of Depositors for the EGM is 11 December 2020. As such, only members whose names appear in the Record of Depositors as at 11 December 2020 shall be eligible to attend, participate, speak and vote at the EGM.

## **NO REFRESHMENTS AND NO DOOR GIFTS**

There will be no distribution of refreshments and door gifts for the EGM of the Company.

## **ENQUIRY**

If you have any enquiries prior to the EGM, please contact the following persons during office hours:

### **Poll Administrator**

Mega Corporate Services Sdn. Bhd.

Mr Alfred Devan John or Encik Norhisham Abdul Hamid

Telephone No. : (03) 2692 4271 / 26948984

Facsimile No. : (03) 2732 5388

E-mail : EGM-support.NWP@megacorp.com.my

### **NWP Holdings Berhad**

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