

ADMINISTRATIVE GUIDE FOR THE 8TH ANNUAL GENERAL MEETING OF LEONG HUP INTERNATIONAL BERHAD

Day and Date : Friday, 17 June 2022
Time : 10.30 a.m.
Online Meeting Platform : **TIIH Online** website at <https://tiih.online/>.

FULLY VIRTUAL 8TH ANNUAL GENERAL MEETING (“8TH AGM”)

In view of the COVID-19 outbreak and as part of the safety measures, the 8th AGM of the Company will be conducted fully virtual through **live streaming from the online meeting platform** and online remote voting via the Remote Participation and Voting (“**RPV**”) Facilities via TIIH Online provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its website at <https://tiih.online/>.

GENERAL MEETING RECORD OF DEPOSITORS

For the purposes of determining a member who shall be entitled to attend the 8th AGM, the Company shall be requesting a General Meeting Record of Depositors as at 10 June 2022 (“General Meeting ROD”). Members whose names appear in the General Meeting ROD shall be entitled to attend, participate, speak and vote at the 8th AGM or appoint proxies or corporate representatives to attend and/or vote on the members’ behalf.

REMOTE PARTICIPATION AND VOTING FACILITIES

Shareholders or proxies are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 8th AGM using RPV provided by Tricor via its **TIIH Online** website at <https://tiih.online/>.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 8th AGM via RPV must request his/her proxy(ies) or attorney or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online/>. Please refer to the Procedures for RPV section as set out below for further information.

As the 8th AGM is a virtual meeting, shareholders who are unable to participate in this 8th AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Shareholders/proxies/authorised representatives/attorneys who wish to participate at the 8th AGM remotely using the RPV facilities are required to follow the requirements and procedures as summarised below: -

Before the day of the 8th AGM

Procedure	Action
a. Register as a user with TIIH Online	<ul style="list-style-type: none">• Using your computer, access the website at https://tiih.online/.• Register as a user under the “e-Services”, select the “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
b. Submit your request for RPV	<ul style="list-style-type: none">• Registration is open from Friday, 29 April 2022 until such time before voting session ends at the 8th AGM on Friday, 17 June 2022.• Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 8th AGM to ascertain their eligibility to participate in the 8th AGM using the RPV facilities.• Login with your user ID and password and select the corporate event: “(REGISTRATION) LEONG HUP INTERNATIONAL BERHAD 8th AGM”.• Read and agree to the Terms & Conditions and confirm the Declaration.• Select “Register for Remote Participation and Voting”.• Review your registration and proceed to register.• TIIH Online system will send an e-mail to notify that your registration for remote participation is received and will be verified.• After verification of your registration against the General Meeting ROD as at 10 June 2022, TIIH Online system will send you an e-mail on or after 15 June 2022 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as registration for the RPV.)</i></p>

On the day of the 8th AGM

Procedure	Action
c. Login to TIIH Online	<ul style="list-style-type: none">• Login with your user ID and password for remote participation at the 8th AGM at any time from 9.30 a.m. i.e., 1 hour before the commencement of the 8th AGM on Friday, 17 June 2022 at 10.30 a.m.
d. Participate through Live Streaming	<ul style="list-style-type: none">• Select the corporate event: “(LIVE STREAM MEETING) LEONG HUP INTERNATIONAL BERHAD 8th AGM” to engage in the proceedings of the 8th AGM remotely.• If you have any question for the Chairperson/Board of Directors (“Board”), you may use the Query Box to transmit your question. The Chairperson/Board will endeavor to respond to questions submitted by remote participants during the 8th AGM. If there is time constraint, the responses will be published in the corporate website earliest possible, after the meeting.
e. Online remote voting	<ul style="list-style-type: none">• Voting session commences from 10.30 a.m. on Friday, 17 June 2022 until a time when the Chairperson announces the completion of the voting session of the 8th AGM.• Select the corporate event: “(REMOTE VOTING) LEONG HUP INTERNATIONAL BERHAD 8th AGM”.• Read and agree to the Terms & Conditions and confirm the Declaration.• Select the CDS account that represents your shareholdings.• Indicate your votes for the resolutions that are tabled for voting.• Confirm and submit your votes.
f. End of remote participation	<ul style="list-style-type: none">• Upon the announcement by the Chairperson on the closure of the 8th AGM, the live streaming will end.

Note to users of the RPV facilities:

1. Should your application to join the 8th AGM be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY OR ATTORNEY OR AUTHORISED REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 8th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Wednesday, 15 June 2022 at 10.30 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic form

The proxy form can be submitted electronically with the Share Registrar of the Company via TIH Online at <https://tjih.online/>. Kindly refer to the Procedure for Electronic Submission of Proxy Form section as set out below for further information.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Wednesday, 15 June 2022 at 10.30 a.m.** to participate via RPV in the 8th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Wednesday, 15 June 2022 at 10.30 a.m.** to participate via RPV in the 8th AGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
 - (a) at least two (2) authorised officers, one of whom shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's TIIH Online website are summarised below:-

Procedure	Action
i. Steps for individual shareholders	
a. Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer or smartphone, please access the website at https://tiih.online/. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
b. Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of 8th AGM by the Company, login with your username (i.e., e-mail address) and password. Select the corporate event: “LEONG HUP INTERNATIONAL BERHAD 8th AGM - SUBMISSION OF PROXY FORM”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(ies) appointment. Print the proxy form for your record.
ii. Steps for corporation or institutional shareholders	
a. Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online/. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>
b. Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online/. Select the corporate event: “LEONG HUP INTERNATIONAL BERHAD 8th AGM - SUBMISSION OF PROXY FORM”. Read and agree to the Terms & Conditions and confirm the Declaration. Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.

Procedure	Action
	<ul style="list-style-type: none"> • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

ANNUAL REPORT 2021

The following documents are available at the Company’s website at <https://www.leonghupinternational.com/investor/generalmeeting/>:

- (a) Annual Report 2021
- (b) Corporate Governance Report 2021
- (c) Circular to Shareholders in relation to the Proposed Renewal of Shareholders’ Mandate and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to Purchase its own Shares
- (d) Notice of 8th AGM
- (e) Proxy Form
- (f) Administrative Guide for the 8th AGM

You may request for printed copy of the Annual Report 2021 via TIIH Online at <https://tiih.online/> by selecting “Request for Annual Report/Circular” under the “Investor Services”. Alternatively, you may also make your request through telephone/email to the Share Registrar at the number/email address stated below.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 8th AGM via Tricor’s TIIH Online website at <https://tiih.online/> by selecting “e-Services” to login, pose questions and submit electronically no later than **Wednesday, 15 June 2022 at 10.30 a.m.** The Board will endeavor to answer the questions received at the 8th AGM.

POLL VOTING

The voting at the 8th 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 Tricor as Poll Administrator to conduct the poll by way of **electronic voting (e-voting)**.

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from the commencement of the 8th AGM at **10.30 a.m.** on **Friday, 17 June 2022** but before the end of the voting session which will be announced by the Chairperson of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely via TIIH Online website at <https://tiih.online/>.

Upon completion of the voting session for the 8th AGM, the Scrutineers will verify and announce the poll

results followed by the Chairperson's declaration whether the resolutions are duly passed.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for shareholders/proxies/authorised representatives who participate in the 8th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 8th AGM.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours from Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

E-mail : is.enquiry@my.tricorglobal.com