



NEXGRAM HOLDINGS BERHAD
(Registration No. 200401021550 (660055-H))

ADMINISTRATIVE GUIDE
EXTRAORDINARY GENERAL MEETING (“EGM”)

Day and Date : Wednesday, 21 April 2021
Time : 10:30 a.m.
Venue : Dewan Perdana, Bukit Kiara Equestrian & Country Resort, Jalan Bukit Kiara,
Off Jalan Damansara, 60000 Kuala Lumpur

In view of the evolving development of COVID-19 situation in Malaysia and following the issuance of Guidance and FAQs on the Conduct of General Meetings for Listed Issuers by the Securities Commission Malaysia on 5 March 2021, the Company issues this Administrative Guide as below.

Shareholders are advised to visit the Company’s website and Bursa Malaysia Securities Berhad’s website from time to time for any changes or updated information on the Company’s EGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, the Securities Commission Malaysia and/or other relevant authorities.

PRECAUTIONS AND PREVENTIVE MEASURES IN VIEW OF COVID-19

For the conduct of the EGM, the Company wishes to advise the shareholders that the Company shall be taking precautionary measures in line with the Standard Operating Procedures (“SOP”) issued by Majlis Keselamatan Negara (“MKN”) dated 30 June 2020 and any revisions that may be made from time to time by MKN and/or the relevant authorities.

All attendees are advised to download the MySejahtera application in advance at their phone for registration of their attendance for the meeting.

All attendees will be required to wear face mask, sanitize their hands, undergo temperature check and make a health declaration prior to entering the meeting venue. The Company reserves the right to deny entry to anyone with a temperature of 37.5 degrees Celsius or higher and/or showing symptoms of respiratory illness such as coughing and sneezing.

The capacity of the meeting venue must be sufficient to allow seating arrangement with physical distancing of one metre.

If you are unwell, you are strongly advised to appoint a proxy or the Chairman of the Meeting to attend and vote on your behalf at the EGM.

PRE-REGISTRATION TO ATTEND THE EGM

Shareholders are required to register ahead to attend the EGM in order to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please do read and follow the following procedures to pre-register your physical attendance at the EGM via the TIIH Online website at <https://tiih.online> :

1. Login in to TIIH Online website with your user name (i.e. email address) and password under the “e-Services”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.

2. Select the corporate event: “**(REGISTRATION) NEXGRAM 2021 EGM**”.
3. Read and agree to the Terms & Conditions and confirm the Declaration.
4. Select “**Register for Physical Attendance at Meeting Venue**”.
5. Review your registration and proceed to register.
6. System will send an email to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
7. After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail **after 20 April 2021** to approve or reject your registration to attend physically at the Meeting Venue.

REGISTRATION ON THE DAY OF EGM

1. Registration will commence at 9:30 a.m.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
3. A voting slip and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

APPOINTMENT OF PROXY

Only a depositor whose name appears on the Record of Depositors as at 15 April 2021 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the EGM.

If you wish to participate in the EGM yourself, please do not submit any Form of Proxy for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.

Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner **not later than Tuesday, 20 April 2021 at 10.30 a.m.**:

- (i) In Hard copy:

By hand or post to the office of the Share Registrar, 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 or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur; or

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(ii) By Electronic form:

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
STEPS FOR INDIVIDUAL SHAREHOLDERS	
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 “e-Services”. Select “Sign Up” and followed by “Create Account by Individual Holder”. You may refer to the tutorial guide posted on the homepage if you need assistance. Registration as a user will be approved by Tricor within one (1) working day and you will be notified of the approval via email. Proceed to activate the account with the temporary password given in the email and re-set own password. If you are already a user with TIIH Online, you are not required to register again.
Submission of Form of Proxy	<ul style="list-style-type: none"> After the publication of the notice of meeting by the Company, login to TIIH Online at https://tiih.online with your user ID (i.e. email address) and password. Select corporate event: “NEXGRAM 2021 EGM - 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(s) to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy/proxies appointment. Print the Form of Proxy for your record.
FOR CORPORATE OR INSTITUTIONAL SHAREHOLDERS	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the Tricor’s TIIH Online website at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects “Sign Up” and followed by “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified and the authorised or nominated representative will be notified by email within one (1) to two (2) working days. Proceed to activate the account with the temporary password given in the email and re-set own password. <p><i>(Note: The representative of a corporate or institutional shareholder must register as a user in accordance with the steps above before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need any assistance on the user registration.)</i></p>
Submission of Form of Proxy	<ul style="list-style-type: none"> After the publication of the notice of meeting by the Company, login to TIIH Online at https://tiih.online with your user name (i.e. email address) and password. Select corporate event: “NEXGRAM 2021 EGM - SUBMISSION OF PROXY FORM” Read and agree to the Terms & Conditions and Declaration. Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required information. Login to TIIH Online, select corporate event: “NEXGRAM 2021 EGM - SUBMISSION OF PROXY FORM”. 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.

REFRESHMENT AND DOOR GIFT

There will be no distribution of door gift and refreshments will not be provided during the EGM.

ENQUIRIES

If you have any enquiries prior to the meeting, please call our Share Registrar, Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).

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