



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

ADMINISTRATIVE GUIDE
EXTRAORDINARY GENERAL MEETING (“EGM”)

Day and Date : Wednesday, 29 March 2023
Time : 3.00 p.m.
Venue : Dewan Perdana, Bukit Kiara Equestrian & Country Resort, Jalan Bukit Kiara, Off Jalan Damansara, 60000 Kuala Lumpur

Dear Shareholders of Nexgram Holdings Berhad (“the Company”)

MEASURES TO MINIMISE RISKS OF CORONAVIRUS DISEASE 2019 (“COVID-19”) INFECTION

In transitioning to the endemic phase of COVID-19, the following steps will be taken for shareholders, proxies and others who will be attending the EGM in order to minimize the risks of spreading the COVID-19 virus:

1. If you are unwell with sore throat/fever/flu/cough/shortness of breath or any symptoms of the Covid-19, you will not be allowed to attend the EGM. You are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote at the EGM on your behalf.
2. All persons must practice proper hygiene including the use of hand sanitizer and must advised to wear a face mask before entering the meeting venue.
3. Shareholders are advised to check the Company’s website at www.nexgram.co and Bursa’s website at www.bursamalaysia.com from time to time for any changes to the administration of the 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, Securities Commission Malaysia and/or other relevant authorities.

PROXY

Only a depositor whose name appears on the Record of Depositors as at 22 March 2023 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the EGM.

You may submit your proxy form at the Company’s Share Registrar at:

Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

or the

Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia,

or alternatively to submit your proxy form electronically via TIIH Online website at <https://tjih.online> **not less than forty-eight (48) hours** before the time appointed for holding the EGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGEMENT OF FORM OF PROXY

The procedures to lodge your Form of Proxy electronically via Tricor’s **TIIH Online** website are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please 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.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “NEXGRAM EGM 2023 - 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(s) and insert the required details of your proxy(s) 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(s) appointment. Print the form of proxy for your record.
ii. Steps for corporation or institutional shareholders	
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 “Sign Up” button and followed by “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 email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email 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>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online. Select the corporate event name: “NEXGRAM EGM 2023 - SUBMISSION OF PROXY FORM”. Agree to the terms & conditions and Declaration. Proceed to download the file format for “Submission of Form of Proxy” in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Login to TIIH Online, select corporate event name: “NEXGRAM EGM 2023 - 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.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the Extraordinary General Meeting, the Company will be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 22 March 2023 and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

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 enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd <i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		Telephone Number
	General Line	603-2783 9299
	Encik Amier Arief	603-2783 9250 Amier.Arief@my.tricorglobal.com
	Encik Halim Md Amin	603-2783 9267 halim.amin@my.tricorglobal.com
	Fax Number	603-2783 9222
Email	is.enquiry@my.tricorglobal.com	

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