



LTKM BERHAD

(Company No: 199701027444 (442942-H))

ADMINISTRATIVE GUIDE FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING (24th AGM)

Date and time : Monday, 27 September 2021 at 10.00 a.m.

Online Meeting : TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing
Platform House Services Sdn Bhd in Malaysia

1. MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the Twenty-Fourth Annual General Meeting ("24th AGM") of the Company will be held on a fully virtual basis through live streaming and remote voting using the remote participation and voting facilities via TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn Bhd. This is in line with the latest revised Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021, including any amendment that may be made from time to time.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 24th AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 24th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

2. REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

- i) Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "**participate**") remotely at the 24th AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("**Tricor**") via its **TIIH Online** website at <https://tiih.online>.
- ii) A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 24th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at Tricor's TIIH Online website at <https://tiih.online>.
- iii) As the 24th AGM will be held as a fully virtual meeting, shareholders who are unable to participate in this 24th AGM may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

3. PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 24th AGM remotely using the RPV facilities are to follow the requirements and procedures as indicated below: -

3. PROCEDURES FOR RPV (continued)

	Procedure	Action
(i) BEFORE THE AGM DAY		
(a)	Register as an user with Tricor's TIIH Online website	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online and register as an user under the "e-Services" select "Create Account by Individual Holder". Kindly refer to the tutorial guide posted on the homepage for assistance. Registration as an user will be approved within one (1) working day and you will be notified via email. If you are already an user with Tricor's TIIH Online website, 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 Tricor's TIIH Online website.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Friday, 27 August 2021 until the day of 24th AGM, Monday, 27 September 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 24th AGM to ascertain their eligibility to participate in the 24th AGM using the RPV. Login with your user ID and password and select the corporate event: "(REGISTRATION) LTKM 24TH 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. 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 Record of Depositors dated 17 September 2021, the system will send you an e-mail after 25 September 2021 to approve or reject your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and register for the RPV).</i>
(ii) ON THE DAY OF THE AGM (MONDAY, 27 SEPTEMBER 2021)		
(c)	Login to Tricor's TIIH Online website	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 24th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 24th AGM on Monday, 27 September 2021 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: "(LIVE STREAM MEETING) LTKM 24TH AGM" to engage in the proceedings of the 24th AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by you during the 24th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.

3. PROCEDURES FOR RPV (continued)

	Procedure	Action
(ii)	ON THE DAY OF THE AGM (MONDAY, 27 SEPTEMBER 2021) (continued)	
(e)	Online Remote Voting	<ul style="list-style-type: none">• Voting session commences from 10.00 a.m. on 27 September 2021 until a time when the Chairman announces the end of the voting session.• Select the corporate event: “(REMOTE VOTING) LTKM 24TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.• 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 Chairman on the closure of the 24th AGM, the live streaming will end.

Notes to users of the RPV:

1. Should your registration for RPV 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 on the meeting day, kindly call Tricor Help Line at +6011-40805616 / +6011-40803168 / +6011-40803169 / +6011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

4. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 24th 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 **Saturday, 25 September 2021 at 10.00 a.m.** The Board will endeavour to answer the questions received at the 24th AGM.

5. ENTITLEMENT TO PARTICIPATE /GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **17 September 2021** shall be entitled to attend, speak and vote at the 24th AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend and/or vote on his/her behalf.

6. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 24th AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor no later than **Saturday, 25 September 2021 at 10:00 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 at Tricor Investor & Issuing House Services Sdn Bhd, 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 electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to the Administrative Guide on the conduct for the 24th AGM on the procedures for electronic lodgement of proxy form via TIIH Online.

	Procedure	Action
i. <u>Steps for Individual Members</u>		
(a)	Register as a User with Tricor's TIIH Online website	<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 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 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: "LTKM 24TH AGM – Submission of Proxy Form".Read and agree to the Terms & 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.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy(ies) appointment.Print Form of Proxy for your record.

6. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE (CONTINUED)

ii. Steps for Corporation or Institutional Members		
(a)	Register as an User with Tricor’s TIIH Online website	<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 member selects “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 member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to Tricor’s TIIH Online website at https://tiih.online • Select the corporate event: “LTKM 24TH 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. • Prepare the file for the appointment of proxies by inserting the required data. • 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.

7. POLL VOTING

The voting at the AGM will be conducted by poll in accordance with Rule 8.31A of ACE 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 **10.00 a.m. on Monday, 27 September 2021** but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from Tricor’s **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for 24th AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

8. NO GIFTS DISTRIBUTION

There will be NO distribution of gifts for the 24th AGM since the meeting is being conducted on a fully virtual basis.

9. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 24th AGM of the Company.

10. ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on 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

Email :is.enquiry@my.tricorglobal.com

Contact persons : Ms Christine Cheng : +603-2783 9265 / Email:Christine.Cheng@my.tricorglobal.com

Mr Ang Wai Meng : +603-2783 9281 / Email:Wai.Meng.Ang@my.tricorglobal.com