



AE MULTI HOLDINGS BERHAD

[200101004021 (539777-D)]

(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL TWENTIETH ANNUAL GENERAL MEETING ("20th AGM" OR "MEETING") OF AE MULTI HOLDINGS BERHAD ("AEM" OR "THE COMPANY")

Day and Date : Tuesday, 28 September 2021

Time : 11:00 a.m.

Main Venue : Level 18, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

20th AGM will be held on a fully virtual and entirely via remote participation and electronic voting via an online meeting platform at <https://rebrand.ly/AEM-AGM> provided by Mlabs Research Sdn. Bhd.

MODE OF MEETING

As a result of the implementation of phase 1 of the National Recovery Plan ("NRP"), the Securities Commission Malaysia had revised the Guidance Note and FAQs on the conduct of General Meetings for Listed Issuers ("the Revised Guidance Note and FAQs") to state that only **fully virtual** general meetings are allowed during phase 1 of the NRP where all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are required to participate in the meeting online.

NO SHAREHOLDERS will be allowed to physically present at the Main Venue, shareholders who wish to attend the fully virtual 20th AGM will have to register and attend remotely.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV FACILITIES”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 20th AGM using RPV Facilities provided by Mlabs via <https://rebrand.ly/AEM-AGM>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 20th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/AEM-AGM>.

As the 20th AGM will be held as a fully virtual meeting, shareholders who are unable to participate in the Meeting may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

PROCEDURES FOR RPV FACILITIES

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 20th AGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

Procedures		Action
Before the 20th AGM		
1.	Register as a participant in AEM’s Virtual 20 th AGM	<ul style="list-style-type: none">• Using your computer, access the website at https://rebrand.ly/AEM-AGM.• Click on the Register link to register for the 20th AGM session.• Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.• The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
2.	Submit your	<ul style="list-style-type: none">• Shareholders who wish to participate and vote remotely at the 20th

Procedures		Action
	online registration	<p>AGM via RPV Facilities are required to register prior to the meeting. The Registration for the 20th AGM is open from 5:00 p.m. on Wednesday, 25 August 2021 and the registration will close at 11:00 a.m. on Monday, 27 September 2021.</p> <ul style="list-style-type: none"> • Clicking on the link in item 1 will redirect you to the 20th AGM event page. Click on the Register link for the online registration form. • Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). • Insert your CDS account number(s) and indicate the number of shares you hold. • Read and agree to the Terms & Conditions and confirm the Declarations. • Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. • System will send an email 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 of the Company as at 21 September 2021, the system will send you an email to notify you if your registration is approved or rejected after 22 September 2021. • If your registration is rejected, you can contact the Company's Poll Administrator or the Company for clarifications or to appeal.
On the day of the 20th AGM		
3.	Attending AEM's Virtual 20 th AGM	<ul style="list-style-type: none"> • Two reminder emails will be sent to your inbox. The first is 1 day before the 20th AGM day, while the 2nd will be sent 1 hour before the 20th AGM session. • Click Join Event in the reminder email to participate in the RPV.
4.	Participating with live	<ul style="list-style-type: none"> • You will be given a short brief about the system. • Your microphone is muted throughout the whole session.

Procedures		Action
	video	<ul style="list-style-type: none"> • If you have any questions for the Chairman/Board, you may use the Q&A panel to send your questions. The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied to later through your registered email. • The session will be recorded. • Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
5.	Online Remote Voting	<ul style="list-style-type: none"> • The Chairman will announce the commencement of the voting session and the duration allowed at the 20th AGM. • The list of resolutions for voting will appear on the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given time frame. • Click on the Submit button when you have completed. • Votes cannot be changed once it is submitted.
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the 20 th AGM, the live session will end.

REVOCAION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally attend and participate in the AGM via RPV Platform, the Shareholder must contact ShareWorks Sdn Bhd to revoke the appointment of his/her proxy no later than 11:00 a.m. on Friday, 24 September 2021.

RECORD OF DEPOSITORS

The date of Record of Depositors for the 20th AGM is **21 September 2021**. As such, only members whose name appears in the Record of Depositors of AEM as at **21 September 2021** shall be entitled to attend the 20th AGM and to participate, speak and vote thereat.

INDIVIDUAL MEMBERS

Individual members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the 20th AGM. Please refer to the details as set out above for information.

If an individual member is unable to attend the 20th AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

CORPORATE MEMBERS

Corporate members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the 20th AGM using the RPV Facilities. Corporate members who wish to participate and vote remotely at the 20th AGM must contact ShareWorks Sdn. Bhd. with the details set out below for assistance and will be required to provide the following documents to the Company no later than Friday, 24 September 2021 at 11:00 a.m.:-

- i. Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- ii. Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
- iii. Corporate Representative's or proxy's email address and mobile phone number.

Upon receipt of such documents, ShareWorks Sdn. Bhd. or the Company will respond to your remote participation request.

If a Corporate member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the 20th AGM, it is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

NOMINEE COMPANY MEMBERS

The beneficiaries of the shares under a Nominee Company's CDS account ("Nominee Company member(s)") are also strongly advised to participate and vote remotely at the 20th AGM using RPV Facilities. Nominee Company members who wish to participate and vote remotely at the 20th AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 20th AGM. Nominee Company must contact ShareWorks Sdn. Bhd. with the details set out below for assistance and will be required to provide the following documents to the Company no later than Friday, 24 September 2021 at 11:00 a.m.:-

- i. Proxy Form under the seal of the Nominee Company;
- ii. Copy of the proxy's MyKad (front and back)/Passport; and
- iii. Proxy's email address and mobile phone number.

Upon receipt of such documents, ShareWorks Sdn. Bhd. or the Company will respond to your remote participation request.

If a Nominee Company member is unable to attend the 20th AGM, it is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

If a member is unable to attend the 20th AGM, he/she may appoint a proxy or the Chairman of the meeting as his/her proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

If an individual member has submitted his/her Proxy Form prior to the 20th AGM and subsequently decides to personally participate in the 20th AGM via RPV Facilities, the individual

member shall contact ShareWorks Sdn. Bhd. or the Company with the details set out below to revoke the appointment of his/her proxy no later than Friday, 24 September 2021 at 11:00 a.m.

NO RECORDING/PHOTOGRAPHY

By participating at the 20th AGM, you agree that no part of the 20th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted, or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be no distribution of breakfast / lunch packs, door gifts or food vouchers.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following persons during office hours (from 9:00 a.m. to 5:30 p.m. (Monday to Friday except public holidays):-

For Registration, logging in and system related:	For Proxy and other matters:
Mlabs Research Sdn. Bhd. Name: Mr. Bryan / Mr. Hong Telephone No.: 03-7688 1013 Email: vgm@mlabs.com	ShareWorks Sdn. Bhd. Name: Ms. Maria Fong / Mr. Vemalan a/l Naraynan Telephone No.: 03-6201 1120 Email: ir@shareworks.com.my