

## **ADMINISTRATIVE GUIDE FOR THE ANNUAL GENERAL MEETING**

Date : Thursday, 26 May 2022  
Time : 10:30 a.m.  
Venue : Level 1 of the Company's Office Block,  
180 Kawasan Industri Ayer Keroh,  
Ayer Keroh, 75450 Melaka, Malaysia

### **A. COVID-19 – PUBLIC HEALTH PRECAUTIONARY MEASURES**

1. In light of the COVID-19 outbreak, the AGM will be conducted in accordance with the directives of the Ministry of Health Malaysia, the “SOP Am Perlaksanaan Majlis Kerajaan dan Swasta” issued by the Malaysian National Security Council and the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia and other directives and guidelines which may be issued from time to time by the Government of Malaysia.
2. To safeguard the health and safety of attendees and to minimize the risks of spreading the COVID-19 virus, the Company will implement the following precautionary measures for the AGM:
  - a. A health screening counter will be set up at the entrance of meeting venue to conduct body temperature screening on all attendees as well as to administer.
  - b. All attendees are required to register their attendance vide the “MySejahtera App” using attendee’s own smart mobile phone by scanning the QR code provided (Attendees are advised to download and installed the said App in advance onto their smart mobile phone).
  - c. Attendees who do not possess smart mobile phones must be manually registered.
  - d. Attendees having a body temperature exceeding 37.5°C and/or exhibiting one or more of the symptoms such as fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath will not be allowed to attend and participate in the AGM. Such attendees must seek medical attention immediately.
  - e. If you have travelled overseas in the past 14 days prior to the AGM or have been in contact with a COVID-19 affected person, and/or person suspected of COVID-19 case or if you are unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, you should refrain from attending the AGM in person. Under such circumstances, you are advised to appoint the Chairman of the Meeting as your proxy to attend and vote at the AGM on your behalf.

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- f. Attendees must sanitise their hands and wear a face mask as well as observe/maintain social distancing of at least 1 metre between each other at all times.

### **B. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS**

Only a shareholder whose name appears on the Record of Depositor as at **17 May 2022** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

### **C. NO REFRESHMENT, DOOR GIFTS OR FOOD VOUCHERS**

There will be no refreshment, door gifts or food vouchers provided to shareholders, proxies and invited guests who attend the AGM.

### **D. PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING**

Shareholders are required to register ahead of the AGM 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 AGM via the TIIH Online website at <https://tiih.online>:-

- Login in to TIIH Online website with your user name (i.e. e-mail 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.
- Select the corporate event: “**(REGISTRATION) CSC STEEL HOLDINGS BERHAD 18<sup>TH</sup> AGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “**Register for Physical Attendance at Meeting Venue**”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- After verification of your registration against the General Meeting Record of Depositors as at 17 May 2022, the system will send you an e-mail **after 24 May 2022** to approve or reject your registration to attend physically at the Meeting Venue.

Please note that only a depositor whose name appears on the Record of Depositor as at **17 May 2022** shall be entitled to attend or appoint proxies to attend and/or vote on his/her/its behalf at the AGM.

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### E. REGISTRATION ON THE DAY OF THE AGM

Registration will start at 9:00 a.m. at Level 1 of the Company's Office Block, 180 Kawasan Industri Ayer Keroh, Ayer Keroh, 75450 Melaka, Malaysia.

Original MyKad or passport is required to be presented during registration for verification.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion.

### F. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Tuesday, 24 May 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 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 Procedure for Electronic Submission of Proxy Form as set out below.

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 may be made in a hard copy form or by electronic means in the above manner and must be received by the Company, not later than **Tuesday, 24 May 2022 at 10:30 a.m.** to participate AGM. A copy of the power of attorney may be accepted provided that it is

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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 instead of a proxy to attend the 18th AGM, please bring **ORIGINAL** certificate of appointment executed in the manner as stated in the proxy form if this has not been lodged at the Company's registered officer earlier:

### 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
<b>i. Steps for Individual Shareholders</b>		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: "<b>CSC STEEL HOLDINGS BERHAD 18TH AGM - Submission of Proxy Form</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder".</li> <li>Complete the registration form and upload the required documents</li> <li>Registration will be verified, and you will be notified by email within 1 to 2 working days</li> </ul>

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		<ul style="list-style-type: none"> <li>• Proceed to activate your account with the temporary password given in the email and reset your own password.</li> </ul> <p>Note: The representative of 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.</p>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate event: “<b>CSC STEEL HOLDINGS BERHAD 18TH AGM - Submission of Proxy Form</b>”.</li> <li>• Agree to the Terms &amp; Conditions and Declaration</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Login to TIIH Online, select corporate event: “<b>CSC STEEL HOLDINGS BERHAD 18TH AGM - Submission of Proxy Form</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

3. Shareholders are advised to check the Company’s website at [www.cscmalaysia.com](http://www.cscmalaysia.com) and announcements from time to time for any changes to the administration of the AGM 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

4. If you have any enquiries on the above, please contact the following person-in charge 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/Fax No : +603 - 2783 9299 / +603 - 2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

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