



KELINGTON GROUP BERHAD
(Registration No.: 199901026486 (501386-P))
(Incorporated in Malaysia)

**ADMINISTRATIVE DETAILS FOR THE FULLY VIRTUAL
EXTRAORDINARY GENERAL MEETING (“EGM”)**

Date and Time	: Tuesday, 31 May 2022 at 12:00 noon
Broadcast Venue	: Lot 9-11 Menara Sentral Vista, No. 150 Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur
Meeting Platform	: Dvote Online website at https://www.DigitizeVote.my
Modes of Communication	: 1. Typed text in the Online Meeting Platform. 2. Submit your questions to ccid@kelington-group.com prior to the EGM.

Entitlement to Participate and Vote Remotely

1. The EGM will be conducted virtually, shareholders/proxies/ corporate/authorised representatives, or attorneys will not be allowed to be physically present at the Broadcast Venue on the day of the Meeting.
2. Only shareholders whose names appear on the Record of Depositors as at 24 May 2022 shall be entitled to participate in the EGM or appoint proxy(ies) to participate and/or vote on his/her behalf.
3. Shareholders who wish to participate at the EGM are required to register as a user of Dvote Online at <https://www.DigitizeVote.my> as well as register for the Remote Participation by login to <https://www.digitizevote.my/Identity/Account/Login> with your user ID. Registration for Remote Participation will remain open from **26 May 2022** until the commencement of the polling during the virtual EGM.

Appointment of Proxy

1. Shareholders who are unable to participate in our Virtual EGM are encouraged to appoint the Chairman of the EGM as your proxy and indicate the voting instructions in the Form of Proxy.
2. The appointment of proxy may be made in hard copy or in electronic form. The instrument appointing a proxy must be submitted in the following manner, at least forty-eight (48) hours before the time for holding the EGM or any adjournment thereof:

(i) In hard copy form

To be deposited at the Company's Share Registrar's office at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan; or

(ii) By electronic means

To be sent via e-mail to:
Khairul.Iqram@boardroomlimited.com; or BSR.Helpdesk@boardroomlimited.com

Appointment of Proxy (Cont'd)

3. Appointed proxies are required to register as a user of Dvote Online at <https://www.DigitizeVote.my> as well as register for the Remote Participation by login to <https://www.digitizevote.my/Identity/Account/Login> with your user ID. Registration for Remote Participation will remain open from **26 May 2022** until the commencement of the polling during the virtual EGM.

Revocation of Proxy

1. If you have submitted your Form of Proxy prior to the EGM and subsequently decide to appoint another person or wish to participate in the Virtual EGM by yourself, please write in to Khairul.lqram@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the EGM or any adjournment thereof.
2. Upon revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

Pre-Meeting Submission of Questions to the Board

1. Shareholders may post questions to the Chairman/Board/Management prior to the EGM and submit electronically to ccid@kelington-group.com no later than 9:30 a.m. on Monday, **30 May 2022**.
2. Shareholders may also submit their questions to the Chairman/Board/Management via the real time submission of typed texts through a messaging box within the Dvote Online platform before the start or during the live streaming of the EGM.
3. The Chairman/Board/Management will endeavour to respond to question submitted by members which are related to the resolutions to be tabled at the EGM.

Poll Voting

The voting at the Virtual EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

Kelington Group Berhad has appointed Dvote Services Sdn. Bhd. ("**Dvote**") as Poll Administrator to conduct the poll by way of electronic voting or online remote voting ("**e-Voting**").

Kindly refer to item no. 2 of the below Dvote Online User Guide for guidance on how to vote remotely from the Dvote Online website at <https://www.DigitizeVote.my>.

During the Virtual EGM, the Chairman of the EGM will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman of the EGM calls for the poll to be opened and will continue until such time as the Chairman of the EGM announces the closure of the poll.

For the purposes of the Virtual EGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

The Scrutineers will verify the poll results upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

Dvote Online User Guide

Kindly follow the steps below on how to register, request for login ID and password:

1. REMOTE PARTICIPATION AND E-VOTING FACILITIES

Members to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “Participate”) remotely at the Virtual EGM using RPV Facilities provided by Dvote via its **Dvote Online** website at <https://www.DigitizeVote.my>. Please refer to Procedure for RPV Facilities.

2. PROCEDURES FOR RPV FACILITIES

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the Virtual EGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

BEFORE MEETING DAY		
A. USER REGISTRATION		
	Procedure	Action
(a)	Sign-up as a user with Dvote Online	<p>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</p> <ul style="list-style-type: none">• Access the website at https://www.DigitizeVote.my.• Click on Sign up to register as a new user with Dvote Online.• Complete registration and upload softcopy of Malaysia Identification card (front and Back) or passport (foreigner(s)). <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>
(b)	Register Meeting with Dvote Online	<ul style="list-style-type: none">• Registration for Remote Participation will remain open from 26 May 2022 until the commencement of the polling during the virtual EGM.• Login to https://www.digitizevote.my/Identity/Account/Login with your user ID (i.e.: email address) and password.• Select event: “Kelington Group Berhad – Extraordinary General Meeting” and click Register.• You will receive an email notifying on your registration for the remote participation and verification.• Once your registration has been verified against the Record of Depositors as at 24 May 2022 you will be notified via email whether your request for remote participation is approved/rejected.• If approved, you will receive an invitation email together with the meeting link to “<i>Join Meeting</i>”.

ON THE DAY OF VIRTUAL EGM	
Procedure	Action
Join the Live Stream Meeting	<ul style="list-style-type: none"> Click on “Join Meeting” link in the invitation email and you will be directed to the live streaming room. You are advised to log in early, at least 20 minutes, before the Meeting time.
Post Questions during Live Streaming	<ul style="list-style-type: none"> If you have any question(s) for the Board of Directors, you may use the Question message box to transmit your question(s).
Online Voting during Live Streaming	<ul style="list-style-type: none"> Click on Vote, to cast your votes for each resolution(s). Review your casted votes, confirm and submit your votes.
End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the Virtual EGM, the live streaming room will end.

Notes to users of the RPV Facilities:

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call +603-2276 6138 or email to dvoteservice@gmail.com for assistance.

No Door Gifts or Vouchers

There will be no distribution of vouchers or door gifts during the Virtual EGM as the meeting is conducted on a fully virtual basis.

No Recording

Strictly no recording of the Virtual EGM proceedings is allowed.

Enquiries for EGM

If you have any enquiry(ies) relating to the EGM Administrative Guide for the Fully Virtual EGM, RPV Facilities or encounters issues with the pre-registration, log in, steps to connect to live streaming and online voting, please contact Dvote Services Sdn Bhd during office hours from Monday to Friday (except for public holiday):

Poll Administrator : Dvote Services Sdn Bhd
Contact Persons : Ms Sangetha /Mr Hugo
Email : dvoteservice@gmail.com
Contact No : : 03 2276 6138

If you have any enquiry relating to the EGM or Agenda, please contact Kelington Corporate Compliance and Integrity Department during office hours from Monday to Friday (except for public holiday):

Company : Kelington Group Berhad
Contact Persons : Ms Ng Mun Yee
Email : ccid@kelington-group.com
Contact No : : 03 7845 5696 / 016 206 2635