



**METRO HEALTHCARE BERHAD** [Registration No. 201001021746 (905516-M)]  
No. 36, Jalan Pasar, 41400 Klang, Selangor Darul Ehsan

## **ADMINISTRATIVE GUIDE**

### **EXTRAORDINARY GENERAL MEETING (“EGM”) OF METRO HEALTHCARE BERHAD (“THE COMPANY”)**

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Date: 28 September 2021  
Time: 2.30 p.m. or at any adjournment thereof  
Broadcast Venue: First Floor, No. 36, Jalan Pasar  
41400 Klang  
Selangor Darul Ehsan

#### **Remote Participation and Electronic Voting (“RPEV”) at the fully virtual EGM**

- a) In view of the Coronavirus Disease 2019 (“COVID-19”) pandemic and the Company’s measure to curb the spread of COVID-19, the EGM of the Company shall be conducted through live streaming and online remote participation using RPEV Facilities as a fully virtual general meeting at the Broadcast Venue. Physical gatherings are strictly prohibited regardless of the crowd of any size.
- b) According to the Revised Guidance Note and FAQ, an online meeting platform can be recognized as the meeting venue or place under Section 327(2) of the Companies Act 2016 if the online platform is located in Malaysia.
- c) Members are to participate (including posting questions to the Board of Directors (“Board”) via submission of typed texts to email [egm\\_mhb@metroivf.com.my](mailto:egm_mhb@metroivf.com.my) latest by 24 September 2021) and vote remotely at the EGM of the Company via the RPEV facilities, i.e., Zoom Cloud Meetings platform arranged by the Company.

#### **Record of Depositors**

- a) For the purpose of determining whether a member shall be entitled to attend the EGM via RPEV facilities, the Company shall refer to the Record of Depositors and only a depositor whose name appears on the Record of Depositors as at **28 September 2021** shall be entitled to attend the said meeting or appoint proxies to participate and /or vote on his/ her behalf.

#### **Individual Member**

- a) An individual Member who is unable to participate and vote at the EGM of the Company via RPEV facilities on 28 September 2021, can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy. Please submit your duly executed Form of Proxy as described under item (i) below, not later than **24 September 2021 at 2.30 p.m.**



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**Corporate Members**

- a) A Corporate Member who wishes to appoint a representative to participate and vote remotely at the EGM of the Company via RPEV facilities, must deposit the original certificate of appointment of corporate representative (in hardcopy) at the Company's Registered Office at No. 9A, Jalan Medan Tuanku, Medan Tuanku, 50300 Kuala Lumpur, Wilayah Persekutuan not later than **24 September 2021 at 2.30 p.m.**



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### **Nominee Companies Members**

- a) As for Nominee Companies registered as Members, the beneficial owner of the shares held under a Nominee Company's CDS account who wishes to participate and vote remotely at the EGM of the Company via RPEV facilities, can request the Nominee Company to appoint him/her as a proxy and deposit the duly completed Form of Proxy (in hardcopy) at the Company's Registered Office at No. 9A, Jalan Medan Tuanku, Medan Tuanku, 50300 Kuala Lumpur, Wilayah Persekutuan not later than **24 September 2021 at 2.30 p.m.**

### **Power of Attorney**

- a) Attorneys appointed by Power of Attorney to participate and vote remotely at the EGM of the Company via RPEV facilities must deposit their Power of Attorney (in hardcopy) at the Company's Registered Office at No. 9A, Jalan Medan Tuanku, Medan Tuanku, 50300 Kuala Lumpur, Wilayah Persekutuan not later than **24 September 2021 at 2.30 p.m.**

### **Proxy**

- a) Members who appoint proxy(ies) to participate and vote via RPEV facilities at the EGM of the Company must ensure that the duly executed proxy forms are deposited in hardcopy form in the following manner:
- Deposit Hardcopy of Form of Proxy  
  
To the Company's registered address at No. 9A, Jalan Medan Tuanku, Medan Tuanku, 50300 Kuala Lumpur, Wilayah Persekutuan.
  - The above Form of Proxy must be deposited accordingly latest by **24 September 2021 at 2.30 p.m.**
- b) A member who has appointed a proxy or attorney or authorised representative to participate and vote at the EGM of the Company via RPEV facilities must request his/her proxy to register for RPEV at [egm\\_mhb](#) as described under item (k).

### **Procedures For RPEV**

- c) As a shareholder, you can register online. You can also appoint a proxy/ Chairman via online registration. Kindly follow the steps below to ensure that you are able to log into the Zoom session to participate at the EGM online.

**Before the EGM**



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Step	Procedure	Action
1)	Registration for EGM participation via RPEV (EGM Registration)	<ul style="list-style-type: none"> <li>● Using your mobile phone or computer with camera and mic, please access the link at <a href="#">egm_mhb</a> and register as a user and submit all details requested at least forty-eight hours (48) hours before the date of the EGM.</li> <li>● Only shareholders are allowed to register their details online. Shareholders can also appoint proxy / Chairman via online as well. Please ensure that your details are accurate as non-compliance would result in you not being able to vote at the meeting.</li> <li>● Registration is open from <b>9.00 a.m. 6 September 2021</b></li> <li>● Due to the closing of the AGM online registration set out as above, we recommend that the appointment of proxy be done <b>as early as possible</b> so that the appointed proxy has sufficient time to complete the EGM Registration.</li> <li>● Zoom Cloud Meetings will send an e-mail to notify that your registration for remote participation is received.</li> <li>● After verification of your registration by the Company against the General Meeting Record of Depositors as at <b>24 September 2021</b>, a confirmation email with remote participation link will be sent to you.</li> <li>● You are required to sign up for a Zoom Cloud Meetings account at <a href="https://zoom.us/signup">https://zoom.us/signup</a> and install Zoom Cloud Meetings application on your device.</li> </ul>
<b>On the Day of the EGM</b>		
2	<b><u>Participate through Live Streaming</u></b>	<ul style="list-style-type: none"> <li>● Access remote participation link and login to your Zoom Cloud Meetings account to participate the EGM at any time from 2.00 p.m.</li> </ul>



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		<p>ie., 30 minutes before the commencement of the EGM on 28 September 2021 at 2.30 p.m.</p> <ul style="list-style-type: none"><li>● <u>After log in</u>, you will be placed in a virtual waiting room where the Company will contact you for verification of identification card via Whatsapp video call. Then, you will be admitted to the virtual meeting room.</li><li>● <u>If you have any question for the Chairperson / Board</u>, you may indicate with a ‘hand’ symbol or use the query box to transmit your question. The Chairperson/ Board will endeavour to respond to questions submitted by remote participants during the EGM. If there is a time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li></ul> <p><b><u>Online Remote Voting</u></b></p> <ul style="list-style-type: none"><li>● <u>Shareholders are to submit their votes on the resolution after the Chairman has read out each resolution and announce the voting time.</u></li><li>● <u>Indicate your votes for the resolutions that are tabled for voting.</u></li><li>● <u>Confirm and submit your votes.</u></li></ul>
<b>End of Remote Participation</b>		
Upon the announcement by the Chairperson on the closure of the EGM, the live streaming will end.		

### **Further information**

Your login to the remote participation link on the day of the meeting will indicate your presence at the virtual meeting.

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.

In the event you encounter any issues with logging-in, connection to the live streamed meeting or electronic voting, kindly call Aaron Lee at 016-902 3488 or email to [egm\\_mhb@metroivf.com.my](mailto:egm_mhb@metroivf.com.my) for technical assistance.



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### **Electronic Voting**

- d) The voting at the EGM of the Company will be conducted by electronic voting. The Company shall conduct the electronic voting and Mega Corporate Services Sdn. Bhd., as the independent Share Registrar shall verify the results.
- e) Upon the completion of the voting session, the Share Registrar will verify the votes followed by the Chairman's declaration whether the resolutions are duly passed or otherwise. The results of the voting will be announced at the EGM of the Company and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **No Refreshment and No Door Gifts**

- f) There will be no distribution of refreshment and door gifts during the EGM of the Company as the meeting will be conducted on a fully virtual basis.

### **No Recording or Photography**

- g) Unauthorized recording and photography are strictly prohibited at the EGM of the Company.

### **Enquiry**

- h) If you have any enquiries on the above, please contact the following officers at Mega Corporate Services Sdn Bhd during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

<b>Mega Corporate Services Sdn Bhd</b> Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, P.O. Box 12337, 50774 Kuala Lumpur, Wilayah Persekutuan.	Contact Person	Ms. Vinoo
	Tel No	Tel No: 03-2692 4271
	Email	<a href="mailto:egm.support.METRO@megacorp.com.my">egm.support.METRO@megacorp.com.my</a>