ADMINISTRATIVE NOTES FOR THE CONDUCT OF THE TWENTY-FIFTH ANNUAL GENERAL MEETING ("25th AGM") OF WONG ENGINEERING CORPORATION BERHAD [REGISTRATION NO. 199601037606 (409959-W)]

1. **DATE, TIME AND VENUE OF 25th AGM**

Date	:	Thursday, 24 March 2022
Time	:	11.30 a.m.
Online Meeting Platform	:	**TIIH Online website at https://tiih.online**

2. **MODE OF MEETING**

As a precautionary measure in light of the COVID-19 pandemic, the 25th AGM of the Company will be conducted fully virtual through **live streaming from the online meeting platform** and online remote voting via the Remote Participation and Voting Facilities ("**RPV**").

3. **REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")**

Shareholders are to participate, communicate by posing questions to the Board via real time submission of typed texts and vote remotely at the 25th AGM using the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("**Tricor**") via its TIIH Online website at https://tiih.online.

Shareholders who appoint proxies to participate via RPV at the 25th AGM must ensure that the duly executed proxy forms are deposited either in a hard copy form by hand or post to the Registered Office of the Company, at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia; or by electronic means to Tricor Online website at https://tiih.online no later than **Tuesday, 22 March 2022 at 11.30 a.m..**

Authorised representatives of corporate members or attorneys must deposit their original certificate of appointment of authorised representative or power of attorney to Tricor before the time appointed for holding the 25th AGM for the appointment to be valid for the purpose of attending the 25th AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at the 25th AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at https://tiih.online.

As the 25th AGM is a fully virtual, members who are unable to participate at the 25th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

4. **PROCEDURES FOR RPV FACILITIES**

Shareholders/proxies/authorised representatives/attorneys who wish to participate at the 25th AGM remotely using the RPV are to follow the requirements and procedures as summarized below:-

	Procedure	Action
BEFORE THE AGM		
a.	Register as a user with TIIH Online	• Using your computer or smartphone, access the website at https://tiih.online. Register as a user under the "**e-Services**", select the "Sign Up" button and followed by "**Create Account by Individual Holder**". Refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online, 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 TIIH Online.
b.	Submit your Request	• Registration is open from **Thursday, 24 February 2022** until the day of the AGM on **Thursday, 24 March 2022.** Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV. • Login with your user ID and password and select the corporate event: "**(REGISTRATION) WONG ENGINEERING CORP BERHAD 25th 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 as at **18 March 2022**, the system will send you an e-mail on or after **22 March 2022** to approve or reject your registration for remote participation. *(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV.)*
ON THE DAY OF THE AGM		
c.	Login to TIIH Online	• Login with your user ID and password for remote participation at the AGM at any time from **10.30 a.m.,** i.e. 1 hour before the commencement of the AGM on **Thursday, 24 March 2022 at 11.30 a.m..**
d.	Participate through Live Streaming	• Select the corporate event: **"(LIVE STREAM MEETING) WONG ENGINEERING CORP BERHAD 25th AGM"** to engage in the proceedings of the 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 endeavor to respond to relevant questions submitted by remote participants during the AGM.
e.	Online Remote Voting	• Voting session commences from **11.30 a.m.** on **Thursday, 24 March 2022** until a time when the Chairman announces the completion of the voting session of the AGM. • Select the corporate event: **"(REMOTE VOTING) WONG ENGINEERING CORP BERHAD 25th AGM".** • 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	• Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end.

Notes to users of the RPV:

a) Should your application to join the meeting be approved, we will make available to you the rights to join the live streaming meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.

b) 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.

c) In the event you encounter any issues with logging-in, connection to the live streaming meeting or online voting, kindly call Tricor Help Line at 011-40805616/ 011-40803168/011-40803169/011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

5. **ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below: -

	Procedure	**Action**
i.	**Step for Individual Shareholders**	
a.	Register as a User with TIIH Online	• Using your computer or smartphone, please access the website at https://tiih.online. Register as a user under the "**e-Services**" by selecting "**Create Account by Individual Holders**". 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 Proxy Form	• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. • Select the corporate event: "**WONG ENGINEERING CORP BERHAD 25th 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. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print proxy form for your record.
ii.	**Step for Corporate or Institutional Shareholders**	
a.	Register as a User with TIIH Online	• Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the "Sign Up" button and followed by "**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. • *(Note:The representative of a 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 Poll Administrator if you need clarifications on the user registration.)*

b.	Proceed with submission of Proxy Form	• Login to TIIH Online at https://tiih.online. • Select the corporate event: "**WONG ENGINEERING CORP BERHAD 25th AGM – SUBMISSION OF PROXY FORM**". • Agree to the Terms & Conditions and 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. • Login to TIIH Online, select corporate event: "**WONG ENGINEERING CORP BERHAD 25th AGM – SUBMISSION OF PROXY FORM"**. • 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.

6. **POLL VOTING**

The voting at the 25th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main 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(es) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from Thursday, 24 March 2022 at 11.30 a.m. 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 TIIH Online website at https://tiih.online.

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

7. **NO REFRESHMENT VOUCHER/ DOOR GIFT**

There will be no distribution of refreshment voucher for the AGM since the meeting will be conducted in a fully virtual manner. There will be no distribution of door gift.

The Board of Directors of the Company would like to thank all its shareholders for their co-operation and understanding in these challenging times.

8. **NO RECORDING/ PHOTOGRAPHY**

Unauthorized recording and photography are strictly prohibited at the AGM.

9. **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 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 **Tuesday, 22 March 2022** at **11.30 a.m.**. The Board will endeavor to answer the questions received at the AGM.

10. **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 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