



**FEDERAL INTERNATIONAL HOLDINGS BERHAD**

[Registration No. 198301001857 (97092-W)]

(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE THIRTY-SEVENTH (37<sup>TH</sup>) ANNUAL GENERAL MEETING**

Meeting Platform	:	<a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>
Day and Date	:	Thursday, 17 December 2020
Time	:	3.30 p.m.
Broadcast Venue	:	<b>12 Floor, Menara Symphony, No. 5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200, Petaling Jaya, Selangor Darul Ehsan</b>
Mode of Communication	:	<b>Typed text in the Meeting Platform during the 37th AGM</b>

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Dear Shareholders,

As a precautionary measure amid COVID-19 outbreak, the Company's forthcoming Annual General Meeting ("AGM") will be conducted virtually on our Meeting Platform, as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

**A. Broadcast Venue**

Shareholders are **NOT ALLOWED** to participate the AGM via the Broadcast Venue as the venue is only meant to facilitate the conduct of the virtual AGM. Shareholders whom turn up at the Broadcast Venue would be requested to leave the venue politely.

**B. Entitlement to Participate in the AGM**

In respect of deposited securities, only members whose names appear on the Record of Depositors on **10 December 2020** (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

**C. Form(s) of Proxy**

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Share Registrar’s office not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of our Share Registrar’s office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through the smart investor portal at <https://boardroomlimited.my> by logging in and selecting “E-PROXY LODGEMENT”.

**D. Revocation of Proxy**



If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

**E. Voting Procedure**

Pursuant to Clause 104 of the Constitution of the Company and Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

**F. Virtual Meeting Facilities**

Procedure		Action
<b>Before the day of the AGM</b>		
1.	Register Online with Boardroom Smart Investor Portal	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ul style="list-style-type: none"> <li>a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>c. Complete registration and upload softcopy of MyKAD (front and back) or Passport.</li> <li>d. Please enter a valid email address.</li> <li>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ul>
<b>Procedure</b>		<b>Action</b>
<b>Before the day of the AGM</b>		
2.	Submit request for remote participation	<p>Registration for remote access will be opened on <b>2 December 2020</b>. Please note that the closing time to submit your request is at 3.30 p.m. on <b>15 December 2020</b> (48 hours before the commencement of the AGM).</p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"> <li>a. Log in to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>b. Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event - “<b>Federal International Holdings Berhad Fully Virtual 37<sup>th</sup> AGM</b>”.</li> <li>c. Enter your CDS Account.</li> <li>d. Read and agree to the terms &amp; condition and thereafter submit your request.</li> </ul> <p><b>Corporate Shareholders</b></p> <ul style="list-style-type: none"> <li>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of</li> </ul>

		<p>Proxy to submit the request.</p> <p>b. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.</p> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <p>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.</p> <p>b. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.</p>
3	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at <b>10 December 2020</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.</p>
<b>On the day of the AGM</b>		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> <li>➤ Download the free <b>Lumi AGM</b> application from Apple App Store or Google Play Store;</li> <li>➤ Scan the QR Code provided in the email notification;</li> <li>➤ Navigate to the website at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></li> </ul> <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Voting	<p>a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press “Cancel”.</p>
7.	End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

### **G. No Distribution of Door Gifts**

There will be no distribution of door gifts for shareholders/proxies who join or participate in the virtual AGM.

### **H. No Recording or Photography**

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

### **I. Enquiry**

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7890 4700  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### **Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.