



TEK SENG HOLDINGS BERHAD
Registration No. 200201011909 (579572-M)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE VIRTUAL 20TH ANNUAL GENERAL MEETING

Day & Date : Friday, 10 June 2022
Time : 9.30 am
Venue : Online meeting platform at <https://agm.digerati.com.my/pasb-online> provided by Digerati Technologies Sdn Bhd in Malaysia (Domain registration number D1A119533)

In light of the COVID-19 pandemic and as part of our safety measures, the 20th AGM of the Company will be conducted fully virtual through live streaming and online participating and voting using the Remote Participation and Voting ("RPV") Facilities.

Kindly note that the quality of the live streaming and online voting is highly dependent on the bandwidth and stability of the internet connection of the attendees (shareholders and proxies). Hence, you are to ensure your internet connectivity throughout the duration of the meeting is maintained.

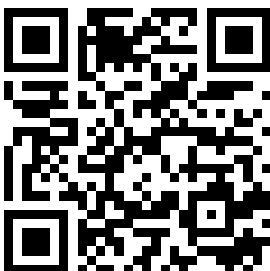
ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

All members of the Company, whether individual members, corporate members, proxy holders, authorised nominees or exempt authorised nominees whose names appear on the Record of Depositors of the Company as at **03 June 2022** that wish to attend the 20th AGM will have to register to attend remotely by using the RPV facilities, the details of which is set out below.

For members who are unable to participate in the 20th AGM, you may appoint proxy or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 20th AGM. The duly completed Proxy Form must be deposited at the registered office of the Company, 51-21-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang not less than 48 hours before the time for holding the meeting or adjournment thereof.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

The procedures to participate in RPV Facilities are as follows:

Step	Action	Procedure
A	To register as a user using the Registrar website: https://agm.digerati.com.my/pasb-online 	<ul style="list-style-type: none">• Click 'Register' to sign up as new user.• Upload your identity documents.• Complete & submit your registration.• You need to verify your email to complete the registration. (Please check your spam mailbox if you do not receive the email)• You will receive an email upon successful or rejected registration. <p>Note: - Registered user and proxy may skip this step. - Identity documents will be deleted after registration.</p>

B	To request for RPV	<p><u>Individual Members</u></p> <ul style="list-style-type: none"> ● Login your registered account through the Registrar website. ● Select "TEK SENG 20th AGM". ● You may fill up the information to appoint proxy(s). ● Click 'Finish' to submit the request form. ● You may pose your question, if any, to the Chairman/Board. <p><u>Corporate Shareholders</u></p> <p>Write in to pasb_helpdesk@digerati.com.my by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate representative or Proxy Form to submit the request.</p> <p><u>Authorised Nominee and Exempted Authorised Nominee</u></p> <p>Write in to pasb_helpdesk@digerati.com.my by providing the name of Member, CDS Account Number accompanied with the Proxy Form to submit the request.</p> <ul style="list-style-type: none"> ● Upon system verification against the General Meeting ROD, you will receive an e-mail either approving or rejecting your registration for remote participation. ● In the case of approval, the following links would be provided in the email. <ol style="list-style-type: none"> 1. Broadcast link 2. Polling Form link
C	On the day of AGM	<ul style="list-style-type: none"> ● Access to the Broadcast and Polling Form at website or using the link provided in the email. ● If you have any question to the Board of Directors, you may use the Q&A section to pose your question. ● Submit your vote within a specific period of time once the Chairman announces that the voting is open. ● Voting will be closed upon the expiry of the voting period. ● Broadcast will be terminated upon the announcement of the poll result by the Chairman.

POLL VOTING

The voting at 20th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Plantation Agencies Sdn Berhad as the Poll Administrator to conduct the poll by way of electronic means and Quantegic Services Sdn Bhd as Independent Scrutineers to verify the poll results.

PRE-AGM SUBMISSION OF QUESTIONS

We recognise that the AGM is a valuable opportunity for the Board of Directors to engage with members of the Company. In order to facilitate the efficiency of the proceedings of the 20th AGM, members may in advance, before the 20th AGM, submit their questions to the Board of Directors via email ir@tekseng.co not later than Wednesday, 08 June 2022. The Board of Directors will endeavor to address the questions received at the 20th AGM.

NO DOOR GIFT OR E-VOUCHER OR FOOD VOUCHER

There will be no door gift or e-voucher or food voucher given at this AGM.

ENQUIRIES

If you have any enquiry, please contact our Share Registrar during office hours on Monday to Friday (except on public holidays):

Share Registrar : Plantation Agencies Sdn Berhad
Tel No. : 04-262 5333
Email : pasb_helpdesk@digerati.com.my

If you have any enquiry in relation to registration, logging in and system related, please contact the Technical Support:

Technical Support : Digerati Technologies Sdn Bhd
Tel No. : +6011-6338 8316