

ADMINISTRATIVE GUIDE FOR THE 21st ANNUAL GENERAL MEETING (“AGM”)

Meeting Date	: Wednesday, 1 June 2022
Time	: 11.00 a.m.
Meeting Platform	: https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC-D6A357657)
Broadcast Venue	: Bilik Dahlia, 2 nd Floor, Corporate Building, Unipark Suria, Jalan Ikram - Uniten, 43000 Kajang, Selangor.
Mode of Communication	: 1) Pose questions via real time submission of typed texts in the Meeting Platform during the live streaming of the 21 st AGM 2) E-mail questions to ccd@protasco.com.my prior to Meeting, not later than 11.00 a.m. on 30 May 2022

Dear Shareholders,

The Company’s AGM will be conducted virtually on the above Meeting Platform.

With the Remote Participation and Electronic Voting (“RPEV”) facilities, you may exercise your right as a member of the Company to participate remotely (including pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the virtual AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the virtual 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. The quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

Entitlement to Participate in the Virtual AGM

In respect of deposited securities, only members whose names appear on the **General Meeting Record of Depositors as at 25 May 2022** shall be eligible to participate and vote at the virtual AGM or appoint proxy(ies)/corporate representatives to participate and vote on his/her/their behalf.

Shareholders/proxies/corporate representatives will not be allowed to be physically present at the Broadcast Venue on the day of the AGM.

Lodgement of Proxy Form

1. Shareholders are encouraged to go online, participate, and vote at the AGM using RPEV facilities. Shareholders who are unable to join the virtual AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.

2. If you wish to attend the virtual AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the virtual AGM together with a proxy appointed by you.
3. The Proxy Form must be deposited at the Company's Registered office at 802, 8th Floor, Block C, Kelana Square, 17 Jalan SS7/26, 47301 Petaling Jaya, Selangor Darul Ehsan, **or** by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal, not less than 48 hours before the time for holding the AGM (i.e. **latest by 30 May 2022, 11.00 am**) or at any adjournment thereof, otherwise, the instrument of proxy shall not be treated as valid. For further information, kindly refer to the below "e-Proxy Lodgement":

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)
(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement)

- (a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended.
- (b) Go to Boardroom Smart Investor Portal website @ <https://investor.boardroomlimited.com>.
- (c) Click Register to sign up for a BSIP account.
- (d) Complete registration with all required information. Upload and attached your MyKad front and back image. Click Register.
- (e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on Verify E-mail Address from the e-mail received to proceed with the registration.
- (f) Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on Request OTP Code and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click Enter to complete the process.
- (g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (h) An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.

Step 2 – e-Proxy Lodgement


- (a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended.
- (b) Go to BSIP website @ <https://investor.boardroomlimited.com>.
- (c) Login with your registered email address and password. [Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item *Step 1* for guide.]
- (d) Select and click on Corporate Meeting.
- (e) Go to "**PROTASCO BERHAD ANNUAL GENERAL MEETING**" and click Enter.
- (f) Go to PROXY and click on Submit eProxy Form.
- (g) Read and agree to the Terms & Conditions.
- (h) Enter your CDS Account Number and insert the number of securities.
- (i) Appoint the Chairman of the meeting or your proxy(ies) and enter the required particulars for your proxy(ies);
- (j) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes during meeting;
- (k) Review and confirm your proxy(ies) appointment.
- (l) Click submit; and
- (m) Download or print the e-Proxy Form acknowledgement.

Note: Closing for proxy form submission is at 11.00am of 30 May 2022 (48 hours before the AGM)

Revocation of Proxy

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the virtual AGM by yourself, please write to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least 48 hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the virtual AGM. In such an event, you should advise your proxy(ies) accordingly.

Poll Voting (For Virtual AGM)

1. The voting 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 Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-Voting).
2. During the virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. There are two (2) methods for members and proxies who wish to use their personal voting device to vote as follows:
 - (a) Launch Lumi AGM by **clicking on the link** given to you in the email along with your remote participation User ID and Password; or
 - (b) Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>
4. Members and proxies can login immediately after registering their attendance, but polling will only be opened after the announcement of the poll voting session open by the Chairman and until such time when the Chairman announces the closure of the poll.
5. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.
 - To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
 - To change your vote, simply select another voting direction.
 - If you wish to cancel your vote, please press "Cancel".
6. The Scrutineers will verify the poll result reports upon closing of the poll voting session by the Chairman. Scrutineers will pass the poll results to the Chairman thereafter and the Chairman will declare whether the resolution put to vote was successfully carried or not.

Remote Participation and Electronic Voting ("RPEV")

1. Please note that the RPEV facilities are available to:
 - (i) Individual member;
 - (ii) Corporate shareholder;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee

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2. If you choose to participate in the virtual AGM, you will be able to view a live webcast of the AGM proceedings, pose questions to the Board, and submit your votes in real-time whilst the meeting is in progress.

3. Kindly follow the steps below on how to request for login ID and password.

Procedure	Action
Prior to AGM Date	
<p>1. Register Online with Boardroom Smart Investor Portal (for first time registration only)</p>	<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"> (a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended. (b) Go to Boardroom Smart Investor Portal website at https://investor.boardroomlimited.com (c) Click Register to sign up for a BSIP account. (d) Complete registration with all required information. Upload and attached your MyKad front and back image. Click Register. (e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on Verify E-mail Address from the e-mail received to proceed with the registration. (f) Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on Request OTP Code and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click Enter to complete the process. (g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. (h) An e-mail will be send to you to inform of the approval of your BSIP account within one (1) business day. Subsequently, you can login at https://investor.boardroomlimited.com with the e-mail address and password filled up by you during registration to proceed.
<p>2. Submit request for Remote Participation User ID and Password</p>	<p><i>(Note: Registration for RPEV will open from 29 April 2022. You are required to register to ascertain your eligibility to participate the 21st AGM by using RPEV). Shareholders are encouraged to register at least 48 hours before the commencement of the meeting to avoid any delay in the registration.</i></p> <p><u>Individual Members</u></p> <ul style="list-style-type: none"> (a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended. (b) Go to Boardroom Smart Investor Portal website at https://investor.boardroomlimited.com (c) Login with your registered email address and password. [Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item Step 1 for guide.] (d) Select and click on Corporate Meeting. (e) Go to “PROTASCO BERHAD ANNUAL GENERAL MEETING” and click Enter. (f) Go to VIRTUAL and click on Register for RPEV. (g) Read and agree to the Terms & Conditions. (h) Enter your CDS Account Number and click Submit to complete your request. (i) You will receive a notification that your RPV registration has been received and is being verified; (j) Upon system verification against the AGM’s Record of Depositors as at 25 May 2022, you will receive an email from Boardroom either approving or rejecting your registration for the



		<p>remote participation.</p> <p>(k) If approved, RPV credential will be provided in your email;</p> <p>(l) Please note that one (1) user ID and password can only log on to one (1) device at a time.</p> <p>(m) If rejected, a rejection note will be provided in your email.</p> <p>Note: Closing for submission of request is at 11:00am of 30 May 2022 (48 hours before the AGM)</p> <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <hr/> <p>(a) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</p> <p>(b) Please provide a copy of corporate representative's or proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.</p> <p>(c) You will receive notification from Boardroom that your request has been received.</p> <p>(d) Upon system verification of your registration against the General Meeting ROD as at 25 May 2022, you will receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.</p> <p>(e) Please note that one (1) user ID and password can only log on to one (1) device at a time.</p> <p>(f) Please note that the closing date and time to submit your request is by Monday, 30 May 2022 at 11.00 a.m.</p>
On the day of the AGM		
3.	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"> • Scan the QR Code provided in the user login guide; • Navigate to the website at https://meeting.boardroomlimited.my <p>(c) Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>

Live Webcast, Question and Voting at the Virtual AGM

The Login User Guide for participation, posing questions and voting at the AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the AGM.

[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]

- (i) If you would like to view the live webcast, select the broadcast icon. 
- (ii) If you would like to ask a question during the AGM, select the messaging icon. 
- (iii) Type your message within the chatbox, once completed click the send button.

Shareholders may proceed to cast votes on the proposed resolution to be tabled at the AGM, after the Chairman has opened the poll voting session on the resolution. Shareholders are reminded to cast their votes before the poll is closed.

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

No Door Gift/ Vouchers or Souvenirs

There will be NO Door Gift/ Vouchers or any souvenirs for shareholders/ proxies/ corporate representatives who participate at the virtual AGM.

Enquiry

Please email to the Company's Poll Administrator, Boardroom Share Registrars Sdn Bhd at bsr.helpdesk@boardroomlimited.com or [call the helpdesk number at 03-7890 4700](tel:03-78904700) if you have queries pertaining to the RPEV, prior to the virtual AGM.

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "**Purposes**"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.