








THREE-A RESOURCES BERHAD

199901006659 (481559-M)
Incorporated in Malaysia

ADMINISTRATIVE GUIDE FOR TWENTY-FIRST ANNUAL GENERAL MEETING (“21ST AGM”)

Day and Date	Broadcast Venue	Mode of Communication
 Friday, 26 May 2023	 Level 3A, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan	 <ol style="list-style-type: none">1. Type text in the meeting platform. The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the 21st AGM, which is from 9.00 a.m. on Friday, 26 May 2023.2. Shareholders may submit questions in advance on the 21st AGM resolutions and Annual Report 2022 commencing from 27 April 2023 and in any event no later than Friday, 26 May 2023 at 10.00 a.m., via Boardroom Smart Investor Portal at https://investor.boardroomlimited.com using the same user ID and password provided in Step 2 of the Online Registration Procedure as set out below and select “SUBMIT QUESTION” to pose questions (“Pre-AGM Meeting Questions”).
 10.00 a.m.	 https://meeting.boardroomlimited.my	

Dear shareholders of Three-A Resources Berhad (“the Company”),

The 21st AGM of the Company will be conducted on a virtual basis through live streaming and online Remote Participation and Electronic voting (“**RPEV**”) from the Broadcast Venue via the above Meeting Platform. With the **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 by way of electronic voting at the 21st AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 21st AGM.



Broadcast Venue

The venue of the Meeting is **strictly for the purpose of complying with Section 327(2) of the Companies Act 2016** which requires the Chairman of the Meeting to be present at the main venue of the meeting.

Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED** to be physically present nor will they be admitted at the Broadcast Venue on the day of the 21st AGM.






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 19 May 2023** shall be eligible to participate and vote at the 21st AGM or appoint proxy(ies)/corporate representatives to participate and vote on his/her/their behalf.



Voting Procedure

1. The voting will be conducted by the 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. (“**Boardroom**”) as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.
2. For the purposes of the 21st AGM, the remote participation and e-Voting will be carried out via the following voting devices:

Personal smart mobile phones , tablets  or computers/laptops 
3. There are two (2) methods for members and proxies who wish to use their personal voting device to vote. The methods are:-
 - Use QR Scanner Code given in the email to you; **OR**
 - Go to the website URL <https://meeting.boardroomlimited.my>
4. The polling will only commence after the announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
5. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.
6. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 21st AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 21st AGM is maintained. Kindly note that the quality of the live webcast as well as for remote online voting is highly dependent on the bandwidth and stability of the internet connection at the location of the remote participants.



Online Registration Procedure

1. Please note that the RPEV facilities is available to **(i) Shareholders; (ii) Corporate Shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee to participate and vote remotely at the 21st AGM.**
2. By participating in the 21st AGM, you will be able to view a live webcast of the meeting, pose questions to the Board of Directors (“**Board**”) and/or Management of the Company and submit your votes in real time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for remote participation user ID and password.

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. Submit a request for Remote Participation user ID and password.]

- (a) Access website <https://investor.boardroomlimited.com>.
- (b) Click <<**Register**>> to sign up as a user. Registration is free.
- (c) Complete registration with all required information. Upload and attach softcopy of MyKAD (front and back) or Passport in JPEG, PNG or PDF format.
- (d) Please enter a valid email address and wait for Boardroom’s email verification to complete the registration.
- (e) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 27 April 2023.]

Shareholders

- Login to <https://investor.boardroomlimited.com> using your login credentials created with Boardroom Smart Investor Portal in Step 1.
- Select “**THREE-A RESOURCES BERHAD 21st ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.

To attend the virtual AGM remotely

- Click on “**Register for RPEV**”.
- Read and agree to the terms & conditions and confirm the Declaration.
- Enter your CDS Account Number and thereafter submit your request.

Appointment of Proxy

- a. Log in to <https://investor.boardroomlimited.com> using your login credentials created with Boardroom Smart Investor Portal in Step 1.
- b. Select “**THREE-A RESOURCES BERHAD 21st ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c. Click on “**Submit eProxy Form**”.
- d. Read and accept the General Terms and Conditions by clicking “**Next**”.
- e. Enter your CDS Account Number and number of securities held.
- f. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).

- g. Indicate your voting instructions- **“FOR”** or **“AGAINST”**, otherwise your proxy will decide your vote.
- h. Review and confirm your proxy appointment and click **“Apply”**.
- i. Download or print the eProxy form as acknowledgement.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

Via Boardroom Smart Investor Portal

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Read and accept the General Terms and Conditions by clicking **“Next”**.
- Enter your CDS Account Number, number of securities held and attach a copy of the authorization letter (for corporate representative).
- Enter the corporate representative’s details or select your proxy - either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions - **“FOR”** or **“AGAINST”**, otherwise your proxy will decide your vote.
- Review and confirm your proxy appointment and click **“Apply”**.
- Download or print the eProxy form as acknowledgement.

Via Email

- Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representatives or the Form of Proxy (as the case may be) to submit the request.
- Please provide a copy of Corporate Representative’s or Proxy’s MyKad (Front and Back) or Passport in JPEG, PNG, PDF format as well as his/her email address.

- a. You will receive a notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the Company’s Record of Depositories as at 19 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- d. Kindly be informed that you will be receiving an email from Boardroom on the registration for Virtual AGM.
- e. **Please note that the closing time to submit your request is no later than 10.00 a.m. on Wednesday, 24 May 2023 (forty-eight (48) hours before the 21st AGM).**

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- (a) The Virtual Meeting Portal will be open for login starting one (1) hour before the commencement of the 21st AGM at **9.00 a.m. on Friday, 26 May 2023.**
- (b) Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2(c) above).
- (c) The steps will also guide you on how to view the live webcast, pose questions and vote.
- (d) The live webcast will end and the Messaging window will be disabled upon announcement by the Chairman on the closure of the 21st AGM.
- (e) You can now logout from Virtual Meeting Portal.



Lodgement of Proxy Form

1. If you are unable to attend the 21st AGM and wish to appoint the Chairman of the 21st AGM as your proxy to vote on your behalf, please deposit your proxy form at the office of the Share Registrar of the Company, at **Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** no later than 10.00 a.m. on Wednesday, 24 May 2023 (forty-eight (48) hours before the 21st AGM). Any alteration to the Form of Proxy must be initialled.
2. Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders no later than 10.00 a.m. on Wednesday, 24 May 2023 (forty-eight (48) hours before the 21st AGM). For further information, kindly refer to the **“Online Registration Procedure”** above.
3. **If you wish to participate in the 21st AGM yourself, please do not submit any proxy form for the 21st AGM. You will not be allowed to participate in the 21st AGM together with a proxy appointed by you.**



Revocation of Proxy

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 21st AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy no later than 10.00 a.m. on Wednesday, 24 May 2023 (forty-eight (48) hours before the 21st AGM). Upon revocation, your proxy(ies) will not be allowed to participate in the 21st AGM. In such event, you should advise your proxy(ies) accordingly.



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 21st AGM.



Participation through Live Webcast, Question and Voting at the 21st AGM

The Chairman and the Board will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 21st AGM.

All modes of communications are accepted for the purpose of posting questions to the Chairman and Board before or during the 21st AGM. Shareholders are however encouraged to post questions via the Meeting Platform during the 21st AGM.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 21st AGM, after the Chairman has opened the poll voting session on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

Shareholders who participate in the 21st AGM are able to view the Company's presentation or slides via the live webcast.



Recording or Photography at the 21st AGM

No recording or photography of the 21th AGM proceeding is allowed without the prior written permission of the Company.



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 during office hours if you have queries pertaining to the RPEV, prior to the 21st AGM.



Personal Data Privacy

By registering for the RPEV 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.