



WATTA HOLDING BERHAD
(Registration No. 199401038699 (324384-A))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY SEVENTH ANNUAL GENERAL MEETING
(27TH AGM) OF WATTA HOLDING BERHAD (WATTA OR THE COMPANY)

Day and Date : Friday, 24 June 2022
Time : 9.00 a.m.
Broadcast Venue : Tricor Business Centre, Manuka 2 & 3 Meeting Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia
Meeting Platform : TIIH Online website at <https://tiih.online>

MODE OF MEETING

As part of the safety measures for the shareholders and Directors of the Company, the 27th AGM will be conducted on a virtual basis through live streaming from the broadcast venue and **online remote voting via Remote Participation and Voting (“RPV”) facilities at <https://tiih.online>**. This is in line with the revised *Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers* issued by the Securities Commission Malaysia.

The Broadcast Venue 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. Shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 27th AGM in person at the Broadcast Venue on the day of the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, the Company may be required to change the arrangements of the 27th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 27th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

REMOTE PARTICIPATION AND VOTING

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 27th AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedures for RPV.

Shareholders who appoint proxies to participate via RPV in the 27th AGM must ensure that the duly executed forms of proxy are deposited in a hard copy form or by electronic means to Tricor no later than **Wednesday, 22 June 2022 at 9.00 a.m.**

Representatives of corporate members (corporate representatives) must deposit their original certificate of appointment of corporate representative to Tricor not later than **Wednesday, 22 June 2022 at 9.00 a.m.** to participate via RPV in the 27th AGM.

Attorneys appointed by power of attorney must deposit their powers of attorney with Tricor not later than **Wednesday, 22 June 2022 at 9.00 a.m.** to participate via RPV in the 27th AGM.

Shareholder who has appointed a proxy or attorney or authorised representative to participate at the 27th 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 27th AGM of WATTA will be held virtually, shareholders who are unable to participate in this 27th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the form of proxy.

PROCEDURES FOR RPV

Shareholders or proxies or attorneys or corporate representatives who wish to participate in the 27th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:-

	Procedures	Actions
BEFORE THE DAY OF 27TH AGM		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “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	<ul style="list-style-type: none"> Registration is open from Thursday, 28 April 2022 until the day of 27th AGM, Friday, 24 June 2022. Shareholder(s) or proxy(ies) or attorney(s) or corporate representative(s) are required to pre-register their attendance for the 27th AGM to ascertain their eligibility to participate in the 27th AGM using the RPV. Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) WATTA 27TH 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 17 June 2022, the system will send you an e-mail on/after 22 June 2022 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate in the 27th AGM remotely).</i></p>
ON THE DAY OF THE 27TH AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 27th AGM at any time from 8.00 a.m. i.e. one (1) hour before the commencement of the 27th AGM on Friday, 24 June 2022 at 9.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) WATTA 27TH AGM” to engage in the proceedings of the 27th 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 endeavour to respond to the questions submitted by remote participants during the 27th AGM.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 9.00 a.m. on Friday, 24 June 2022 until a time when the Chairman announces the end of the voting session of the 27th AGM. Select the corporate event: “(REMOTE VOTING) WATTA 27TH AGM” or if you are on the live stream meeting page, you can select “GOTOREMOTEVOTINGPAGE” button below the Query Box. 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	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 27th AGM, the live streaming will end.

Note to users of the RPV:-

1. Should your application to join the 27th AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to **TIIH Online** on the day of meeting will indicate your presence at the virtual meeting.
2. 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.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

PROXY

- The 27th AGM will be conducted on a virtual basis. If you are unable to attend the meeting via RPV on 24 June 2022, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the form of proxy.
- You may submit your form of proxy to Tricor by fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com. However, please ensure that the **original form of proxy** is deposited at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the 27th AGM or any adjournment thereof, otherwise the form of proxy shall not be treated as valid.
- You may also submit the form of proxy electronically via **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 22 June 2022 at 9.00 a.m.** Please read and follow the procedures to submit form of proxy electronically below.

POLL VOTING

- The voting at the 27th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Shareholders/proxies/attorneys/authorised representatives can proceed to vote on the resolutions at any time from the commencement of the 27th AGM at 9.00 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 27th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

ELECTRONIC LODGEMENT OF FORM OF PROXY

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

	Procedures	Actions
i. Steps for Individual Shareholders		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. 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 form of proxy	<ul style="list-style-type: none"> After the release of the Notice of 27th AGM by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “WATTA 27TH 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 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. Steps for corporation or institutional shareholders		
(c)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “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 Tricor if you need clarifications on the user registration.
(d)	Proceed with submission of form of proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online. Select the corporate exercise name: “WATTA 27TH 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. Submit the proxy appointment file. Login to TIIH Online, select corporate exercise name: “WATTA 27TH 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.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders/proxies/attorneys/authorised representatives may submit questions for the Board in advance of the 27th 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 **Wednesday, 22 June 2022 at 9.00 a.m.**. The Board will endeavour to answer the questions received at the 27th AGM.

NO GIFT/FOOD VOUCHER

There will be **no distribution** of gifts or food vouchers for the 27th AGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO unauthorised recording or photography** of the proceedings of the 27th AGM are allowed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 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

Contact persons:-

Mr. Ang Wai Meng : +603-2783 9281 / Email : Wai.Meng.Ang@my.tricorglobal.com
Pn. Azizah Kadir : +603-2783 9260 / Email : Azizah@my.tricorglobal.com
Ms. Wong Pang Yi : +603-2783 9242 / Email : Pang.Yi.Wong@my.tricorglobal.com