

**JcbNext Berhad**  
**[Registration No. 200401002875 (641378-W)]**

**Administrative Details of the Seventeenth (“17<sup>th</sup>”) Annual General Meeting**

Meeting Date	: Wednesday, 16 June 2021
Time	: 10.30 a.m.
Meeting Platform	: <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>
Broadcast Venue	: 12 <sup>th</sup> Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan Malaysia
Mode of Communication	: 1) Submit questions to the Board prior to the 17 <sup>th</sup> Annual General Meeting (“ <b>AGM</b> ”) by emailing to <a href="mailto:ir@jcbnext.com">ir@jcbnext.com</a> no later than 5.00 p.m., Wednesday, 9 June 2021. 2) Post questions to the Board via real time submission of typed text at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a> during live streaming of the 17 <sup>th</sup> AGM.

**Dear Valued Shareholders,**

Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of the COVID-19, and in particular, the Government of Malaysia’s official guidance for practising social distancing, the Company will conduct its forthcoming Seventeenth (“17<sup>th</sup>”) Annual General Meeting (“**AGM**”) entirely on a virtual basis via remote participation and electronic voting (“**RPEV**”) facilities.

The above decision is made pursuant to Section 327 of the Companies Act 2016 and Clause 64 of the Constitution of the Company.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the RPEV 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.

**Digital Copies of Annual General Meeting Documents**

The following documents are available for download from Bursa Malaysia Berhad and the Company’s website at [https://www.jcbnext.com/?page\\_id=183](https://www.jcbnext.com/?page_id=183):-



1. Annual Report 2020;
2. Corporate Governance Report 2020;
3. Notice of the 17<sup>th</sup> AGM;
4. Proxy Form;
5. Administrative Details of the 17<sup>th</sup> AGM; and
6. Statement to Shareholders in relation to Proposed Renewal of Authority for the Company to purchase its own Ordinary Shares of up to Ten Percent (10%) of Total Number of Issued Shares dated 18 May 2021 (“Statement to Shareholders”)

If you wish to receive a printed black and white copy of the Annual Report 2020 and/or Statement to Shareholders, please email your request to [ir@icbnext.com](mailto:ir@icbnext.com) accompanied by your full name, CDS Account Number, full mailing address and telephone number. The Annual Report 2020 and/or Statement to Shareholders will be delivered to you within four (4) market days from the date of receipt of the written request.

### **Procedures for RPEV Facilities**

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

<b>Procedure</b>	<b>Action</b>
<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> <ol style="list-style-type: none"> <li>Access website <a href="https://www.boardroomlimited.my">https://www.boardroomlimited.my</a></li> <li>Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>Complete registration and upload softcopy of MyKAD (for Malaysian) front and back or Passport (for non-Malaysian).</li> <li>Please enter a valid email address.</li> <li>Your registration will be verified and approved within one business day and an email notification will be provided.</li> </ol>
2. Submit request for remote participation	<p>Registration for remote access will be opened on <b>Wednesday, 19 May 2021 at 10.30 a.m.</b> Please note that the closing time to submit your request is on <b>Monday, 14 June 2021 at 10.30 a.m.</b> (48 hours before the commencement of the AGM).</p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://www.boardroomlimited.my">https://www.boardroomlimited.my</a></li> <li>Select "Hybrid/Virtual Meeting" from main menu and select the correct Corporate Event "<b>JCB 17<sup>th</sup> AGM</b>" Virtual AGM.</li> <li>Enter your CDS Account.</li> <li>Read and agree to the terms &amp; condition and thereafter submit your request.</li> </ol> <p><b>Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>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 Proxy to submit the request.</li> <li>Please provide a copy of Corporate Representative's MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) as well as his/her email address.</li> </ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Please provide a copy of Corporate Representative's MyKad (for Malaysian) front and back or Passport (for non-Malaysian) as well as his/her email address.</li> </ol>
3. Email notification	<ol style="list-style-type: none"> <li>You will receive notification(s) from Boardroom Share Registrars Sdn. Bhd. ("Boardroom") that your request(s) has been received and is/are being verified.</li> </ol>

		b. Upon system verification against the General Meeting Record of Depositories as at <b>8 June 2021</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.
<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 voting 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.

### **Entitlement to Participate the AGM**

Only a depositor whose name appears in the Record of Depositors as at 8 June 2021 is entitled to attend, speak and vote at the said meeting or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

### **Form(s) of Proxy**

1. Shareholders are encouraged to go online, participate and vote at the AGM using the RPEV facilities.
2. If a shareholder is unable to attend the 17<sup>th</sup> AGM on Wednesday, 16 June 2021, he/she can appoint the Chairman of the meeting as his/her proxy to attend, speak and vote in his/her stead. Please submit your Proxy Form to the Share Registrar’s Office of the Company, Boardroom Share Registrar Sdn. Bhd. at Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan by **Monday, 14 June 2021 at 10.30 a.m.**

3. You may also submit the Proxy Form via electronic means (“e-Proxy”) through the Boardroom Share Registrar’s smart investor portal at <https://www.boardroomlimited.my> by logging in and selecting “E-PROXY LODGEMENT” (please refer to the Annexure to the Proxy Form for further information on submission via e-Proxy) no later than the aforementioned date and time.
4. If you wish to raise any questions in relation to the Resolutions at the 17<sup>th</sup> AGM, you may email your questions to [ir@jcbnext.com](mailto:ir@jcbnext.com) before Wednesday, 9 June 2021 at 5.00 p.m. and the Company would attend to your queries during the 17<sup>th</sup> AGM.

### **Revocation of Proxy**

If you have submitted your Proxy Form 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.

### **Voting Procedure**

1. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. 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 Boardroom Share Registrars Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.
2. During the AGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purposes of the Virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.
4. There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are as follows:-
  - (i) Use the QR Scanner Code given in the email received after successful registration;  
**OR**
  - (ii) Navigate to the website URL <https://web.lumiagm.com/>.
5. Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

### **No Vouchers/Door Gifts**

There will be **NO VOUCHER(S) OR ANY DOOR GIFT(S)** for shareholders/proxies who participate in the AGM.

### **Recording or Photography At The AGM**

Strictly no recording or photography of the AGM proceedings is allowed.

### **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 : 11<sup>th</sup> 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.