

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

Administrative Details of the Eighteenth (“18th”) Annual General Meeting

Meeting Date	: Wednesday, 22 June 2022
Time	: 10.30 a.m.
Meeting Platform	: https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)
Broadcast Venue	: 12 th 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 of Directors (“ Board ”) prior to the 18 th Annual General Meeting (“ AGM ”) by emailing to ir@jcbnext.com no later than 5.00 p.m., Wednesday, 15 June 2022. 2) Post questions to the Board via submission of typed text at https://meeting.boardroomlimited.my during live streaming of 18 th AGM.

Dear Valued Shareholders,

The Company will conduct its forthcoming 18th AGM on a virtual basis via remote participation and electronic voting (“**RPEV**”) facilities (collectively referred hereinafter as “**Virtual AGM**”) in accordance with Section 327 of the Companies Act 2016 (“**the Act**”) and Clause 64 of the Constitution of the Company.

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a Virtual AGM 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 and/or Management of the Company) and vote at the 18th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 18th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual 18th 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.

Broadcast Venue

The Broadcast Venue of the 18th AGM is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairman of the meeting to be present at the main venue of the meeting and in accordance with Clause 64 of the Company’s Constitution which allows a meeting of members to be held at more than one venue, using any technology or method that enables the members of the Company to participate and exercise their right to participate and vote at the general meeting. The Broadcast Venue of the 18th AGM is to inform members where the electronic 18th AGM production and streaming would be conducted from.

Member(s)/proxy(ies)/corporate representative(s) **WILL NOT BE ALLOWED to be physically present** nor will they be admitted at the Broadcast Venue on the day of the 18th AGM. Member(s) /proxy(ies)/corporate representative(s) who turn up at the Broadcast Venue would be requested to leave the venue politely.

Digital Copies of AGM Documents

1. As part of our dedicated commitment to sustainable practices, the following documents are available for download from Bursa Malaysia Berhad and the Company's website at https://www.jcbnext.com/?page_id=183:-
 - (a) Annual Report 2021;
 - (b) Corporate Governance Report 2021;
 - (c) Notice of the 18th AGM;
 - (d) Proxy Form;
 - (e) Administrative Details of the 18th AGM; and
 - (f) 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 29 April 2022 ("Statement to Shareholders")
2. If you wish to receive a printed black and white copy of the Annual Report 2021, please email your request to ir@jcbnext.com accompanied by your full name, CDS Account Number, full mailing address and telephone number. The Annual Report 2021 will be delivered to you by ordinary post as soon as practicable after the receipt of your request. Alternatively, you may navigate to the website of our Share Registrar to request for a printed copy of the Annual Report 2021 as follows:-

Step 1	:	Log in to https://investor.boardroomlimited.com .
Step 2	:	At left-menu, click on << Investor Services >> and << Request For Annual Report >>.
Step 3	:	Please select the company name or Bursa stock code before completing the online request form.
Step 4	:	Please click << Send >> button to submit your request.

No Vouchers/Door Gifts

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

Entitlement to Participate and Vote at the AGM

Only a depositor whose name appears in the Record of Depositors as at 15 June 2022 is entitled to participate and vote at the said meeting or appoint proxies to participate 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 18th AGM using the RPEV facilities. If you wish to personally participate in this 18th AGM, please do not appoint any proxy/ies. You will not be allowed to participate in the meeting together with a proxy appointed by you.

2. If a shareholder is unable to attend the 18th AGM on Wednesday, 22 June 2022, he/she can appoint the Chairman of the meeting or a proxy to participate 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 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan by **Monday, 20 June 2022 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://investor.boardroomlimited.com> by logging in and selecting "**Submit eProxy Form**" no later than the aforementioned date and time. For further information, kindly refer to the "Online Registration Procedure" below.

Revocation of Proxy

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our electronic 18th AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the 18th AGM. On revocation, your proxy(ies) will not be allowed to participate in the 18th AGM. In such event, you should advise your proxy(ies) accordingly.

Corporate Shareholder

Any corporate shareholder who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the seal of the corporation to the office of the Share Registrar at any time before the time appointed for holding the meeting or to the registration staff on the meeting day for the Company's records.

Voting Procedure

1. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 18th AGM will be conducted by-poll. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting ("**e-voting**") and Quantegic Services Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.
2. During the 18th 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. Members and proxies are required to use the following methods to vote remotely: -
 - a. Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - b. Access Lumi AGM via the website URL <https://meeting.boardroomlimited.my>.

For the purpose of this AGM, e-voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.



4. During the 18th AGM, the Chairman will invite the Poll Administrator to give a briefing on the e-voting housekeeping rules. The 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 poll.


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 otherwise.

Online Registration Procedures

1. All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the 18th AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real-time whilst the meeting is in progress.
2. Kindly follow the steps below to request your login ID and password and usage of the RPEV facilities:-

Procedure	Action
Before the day of the AGM	
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 - Submit your request for remote participation]</i></p> <ol style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com b. Click << Register >> to sign up as a user. c. Complete registration and upload a softcopy your MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG, PNG or PDF Format. d. Please enter a valid email address and wait for Boardroom Share Registrars Sdn. Bhd. ("Boardroom") email verification. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2. Submit request for remote participation	<p>Registration for remote access will be opened on Friday, 29 April 2022 at 10.30 a.m. Please note that the closing time to submit your request is on Monday, 20 June 2022 at 10.30 a.m. (48 hours before the commencement of the 18th AGM).</p> <p>Individual Members</p> <ol style="list-style-type: none"> a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1. above. b. Select "JCBNEXT BERHAD 18TH ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter". c. Click on "Register for RPEV" d. Read and accept the General Terms and Conditions by clicking "Next". e. Enter your CDS Account Number and thereafter submit your request. <p>Appointment of Proxy – Individual members</p> <ol style="list-style-type: none"> a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1. above. b. Select "JCBNEXT BERHAD 18TH 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".

		<p>e. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or an individual named proxy(ies) and enter the required particulars of your proxy(ies).</p> <p>f. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.</p> <p>g. Review and confirm your proxy appointment.</p> <p>h. Click “Apply”.</p> <p>i. Download or print the eProxy form as acknowledgment.</p> <p>Corporate Shareholders, Authorised Nominee, and Exempt Authorised Nominee</p> <p>a. Write in to bsr.helpdesk@boardroomlimited.com by providing the name of shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case maybe) to submit the request.</p> <p>b. Please provide a copy of corporate representative’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</p>
3.	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</p> <p>b. Upon verification of your registration against the General Meeting Record of Depositories as at 15 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date.</p> <p>d. Please note that the closing date and time to submit your request for remote participation User ID and Password is on Monday, 20 June 2022 at 10.30 a.m. (48 hours before the commencement of the 18th AGM).</p>
On the day of the AGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the 18th AGM at 9.30 a.m. on Wednesday, 22 June 2022, which can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> ➤ Launch Lumi AGM by scanning the QR Code provided in the email notification; or ➤ Access the Lumi AGM webportal via the website at https://meeting.boardroomlimited.my. <p>b. Insert the Meeting ID number and sign in with the user ID and password provided to you via the email notification in Step 3 above.</p>
5.	Participate through Live Streaming	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <p>a. If you would like to view the live webcast, select the .</p> <p>b. If you would like to ask a question during the 18th AGM, select the messaging icon. .</p>

		c. Type your message within the chat box, once completed click the send button.
6.	Online Remote Voting	<p>a. Once the meeting is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, 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 Remote Participation	<p>a. Upon the announcement by the Chairman on the closure of the 18th AGM, the live streaming will end.</p> <p>b. You can then log out from the virtual meeting platform.</p>

Pre-Meeting Submission Of Questions

In order to enhance the efficiency of the proceedings of the 18th AGM, the shareholders may submit questions to the Company via e-mail to ir@jcbnext.com **not later than Wednesday, 15 June 2022 at 5:00 p.m.** or select the messaging icon in Boardroom Smart Investor Portal to transmit questions via RPEV facilities during live streaming of the 18th AGM. If time permits, the Chairman and the Board will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the 18th AGM. The shareholders are encouraged to submit questions before the 18th AGM as priority will be given to questions submitted before the 18th AGM.

Recording or Photography At The 18th AGM

Strictly no recording or photography of the 18th AGM proceedings is allowed.

Enquiry

If you have any enquiries prior to the 18th AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.) (except on public holidays):-

Boardroom Share Registrars Sdn. Bhd. [Registration No. 199601006647 (378993-D)]

Address : 11th 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

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.