

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

**Administrative Details of the Nineteenth (“19<sup>th</sup>”) Annual General Meeting**

Meeting Day & Date	: Tuesday, 20 June 2023
Time	: 10.30 a.m.
Meeting Platform	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC - D6A357657)
Mode of Communication	: 1) Submit questions to the Board of Directors (“ <b>Board</b> ”) prior to the 19 <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., Tuesday, 13 June 2023. 2) Post questions to the Board via submission of typed text at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> during live streaming of 19 <sup>th</sup> AGM.

**Dear Valued Shareholders,**

The Company will conduct its forthcoming 19<sup>th</sup> AGM entirely on a fully virtual basis via remote participation and electronic voting (“**RPEV**”) facilities to be provided by the Company’s Share Registrar, Boardroom Share Registrars Sdn. Bhd., in accordance with Section 327 of the Companies Act 2016 and Clause 64 of the Constitution of the Company (“**Fully Virtual AGM**”).

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a Fully 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 19<sup>th</sup> AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 19<sup>th</sup> AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our fully virtual 19<sup>th</sup> 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 AGM Documents**

1. As part of our dedicated commitment to sustainable practices, the following documents are available for download from Bursa Malaysia Securities Berhad’s website at <http://www.bursamalaysia.com> and JcbNext Berhad’s website at [https://www.jcbnext.com/?page\\_id=183](https://www.jcbnext.com/?page_id=183):-
  - (a) Annual Report 2022;
  - (b) Corporate Governance Report 2022;
  - (c) Notice of the 19<sup>th</sup> AGM;
  - (d) Proxy Form;
  - (e) Administrative Details of the 19<sup>th</sup> 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 28 April 2023 (“**Statement to Shareholders**”)

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2. If you wish to receive a printed black and white copy of the Annual Report 2022, please email your request to [ir@jcbnext.com](mailto:ir@jcbnext.com) accompanied by your full name, CDS Account Number, full mailing address and telephone number. The Annual Report 2022 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 2022 as follows:-

Step 1	:	Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> .
Step 2	:	At left-menu, click on <<Investor Services>> and <<Request For Annual Report and Statement to Shareholders>>.
Step 3	:	Please select the company name or Bursa stock code before completing the online request form.
Step 4	:	Please click <<Submit>> button to send 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 13 June 2023 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 19<sup>th</sup> AGM using the RPEV facilities. If you wish to personally participate in this 19<sup>th</sup> 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 19<sup>th</sup> AGM on Tuesday, 20 June 2023, 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 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan by **Sunday, 18 June 2023 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.

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### **Revocation of Proxy**

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our electronic 19<sup>th</sup> 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 19<sup>th</sup> AGM. On revocation, your proxy(ies) will not be allowed to participate in the 19<sup>th</sup> 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.

### **Voting Procedure**

1. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 19<sup>th</sup> 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 Independent Scrutineer to verify and validate the poll results.
2. During the 19<sup>th</sup> 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. 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 19<sup>th</sup> 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:-




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Procedure		Action
<b>Before the day of the AGM</b>		
1.	Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<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"> <li>Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li> <li>Please select the correct account type, i.e. sign up as “<b>Shareholder</b>” or “<b>Corporate Holder</b>”.</li> <li>Complete the registration and upload a softcopy of your MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG, PNG or PDF Format.</li> <li>For Corporate Holder, kindly upload the authorisation letter and click &lt;&lt;<b>Sign Up</b>&gt;&gt;.</li> <li>You will receive an email from Boardroom for email address verification. Click &lt;&lt;<b>Verify Email Address</b>&gt;&gt; from the email received to continue with the registration.</li> <li>Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click &lt;&lt;<b>Request OTP Code</b>&gt;&gt; and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click &lt;&lt;<b>Enter</b>&gt;&gt; to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.</li> </ol>
2.	Submit request for remote participation <b>(User ID and Password)</b>	<p>Registration for remote access will be opened on <b>Friday, 28 April 2023</b> at <b>10.30 a.m.</b> Please note that the closing time to submit your request is not less than <b>forty-eight (48) hours</b> before the time of holding the 19<sup>th</sup> AGM, i.e. latest by <b>Sunday, 18 June 2023</b> at <b>10.30 a.m.</b>.</p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1. above.</li> <li>Select “<b>JCBNEXT BERHAD 19TH ANNUAL GENERAL MEETING</b>” from the list of Meetings Event(s) and click “<b>Enter</b>”.</li> <li>Click on “<b>Register for RPEV</b>”.</li> <li>Enter your CDS Account Number.</li> <li>Read and accept the General Terms and Conditions by clicking “<b>Register</b>”.</li> </ol> <p><b>Appointment of Proxy – Individual members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1. above.</li> <li>Select “<b>JCBNEXT BERHAD 19TH ANNUAL GENERAL MEETING</b>” from the list of Meetings Event(s) and click “<b>Enter</b>”.</li> <li>Click on “<b>Submit eProxy Form</b>”.</li> <li>Select the company you would like to represent (if more than one, for corporate shareholder).</li> <li>Read and accept the General Terms and Conditions by clicking “<b>Next</b>”.</li> <li>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).</li> </ol>

		<p>g. Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b> or <b>ABSTAIN</b>. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate “<b>DISCRETIONARY</b>”.</p> <p>h. Review and confirm your proxy appointment.</p> <p>i. Click “<b>Apply</b>”.</p> <p>j. Download or print the eProxy form as acknowledgement.</p> <p><b>Corporate Shareholders (via email)</b></p> <p>a. To submit the request, Corporate Shareholders need to deposit the original hardcopy to Boardroom and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> 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> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <p><b>Via Boardroom Smart Investor Portal</b></p> <p>a. Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</p> <p>b. Select “<b>JCBNEXT BERHAD 19TH ANNUAL GENERAL MEETING</b>” from the list of Meetings Event(s) and click “<b>Enter</b>”.</p> <p>c. Click on “<b>Submit eProxy Form</b>”.</p> <p>d. Select the company you would like to represent (if more than one).</p> <p>e. Proceed to download the file format for “<b>Submission of Proxy Form</b>” from Boardroom Smart Investor Portal.</p> <p>f. Prepare the file for the appointment of proxies by inserting the required data.</p> <p>g. Proceed to upload the duly completed proxy appointment file.</p> <p>h. Review and confirm your proxy appointment and click “<b>Submit</b>”.</p> <p>i. Download or print the eProxy form as acknowledgement.</p> <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select “<b>Edit Profile</b>” in order to add company name.</i></p> <p><b>Via email</b></p> <p>a. To submit the request, Authorised Nominee and Exempt Authorised Nominee need to deposit the original hardcopy Form of Proxy to Boardroom and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing softcopy of the Form(s) of Proxy, the name of shareholders and CDS Account Number.</p> <p>b. Please provide a copy of the proxy holder’s MyKad (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 <b>13 June 2023</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation <b>after Sunday, 18 June 2023</b>.</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>

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		d. Please note that the closing date and time to submit your request for remote participation User ID and Password is on <b>Sunday, 18 June 2023 at 10.30 a.m.</b> (48 hours before the commencement of the 19 <sup>th</sup> AGM).
<b>On the day of the AGM</b>		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the 19<sup>th</sup> AGM at <b>9.30 a.m.</b> on <b>Tuesday, 20 June 2023</b>, which can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> <li>➤ Launch <b>Lumi AGM</b> by scanning the QR Code provided in the email notification; or</li> <li>➤ Access the Lumi AGM webportal via the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> <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  broadcast icon.</p> <p>b. If you would like to ask a question during the 19<sup>th</sup> AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
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 "<b>Cancel</b>".</p>
7.	End of Remote Participation	<p>a. Upon the announcement by the Chairman on the closure of the 19<sup>th</sup> 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 19<sup>th</sup> AGM, the shareholders may submit questions to the Company via e-mail to [ir@jcbnext.com](mailto:ir@jcbnext.com) **not later than Tuesday, 13 June 2023 at 5:00 p.m.** or via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> **not later than Sunday, 18 June 2023 at 10:30 a.m.** 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 19<sup>th</sup> AGM. The shareholders are encouraged to submit questions before the 19<sup>th</sup> AGM as priority will be given to questions submitted before the 19<sup>th</sup> AGM.

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**Recording or Photography At The 19<sup>th</sup> AGM**

Strictly no recording or photography of the 19<sup>th</sup> AGM proceedings is allowed.

**Enquiry**

If you have any enquiries prior to the 19<sup>th</sup> 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 : 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.