

**GENETEC TECHNOLOGY BERHAD**  
**Registration No. 199701030038 (445537-W)**  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING**  
**(“24<sup>th</sup> AGM”)**

Date and Time	:	Monday, 29 August 2022 at 10.00 a.m.
Venue	:	Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
Meeting Platform	:	TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> or <a href="https://tiih.com.my">https://tiih.com.my</a> (Domain Registration number with MYNIC: D1A282781)

**MODE OF MEETING**

In view of the COVID-19 health concern and to align with the “Transition to Endemic” phase which was announced by the Prime Minister on 8 March 2022 and the issuance of the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers by the Securities Commission Malaysia (“SC Guidance”) on 7 April 2022, Genetec Technology Berhad will conduct the 24<sup>th</sup> AGM on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities which are provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its TIIH Online website at <https://tiih.online>.

An online meeting platform used to conduct the meeting can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016, provided that the online platform is located in Malaysia. Pursuant to the SC Guidance, all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are allowed to participate online if it is a fully virtual meeting.

**REMOTE PARTICIPATION AND VOTING (“RPV”)**

The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real-time submission of typed texts) and vote (collectively, “participate”) remotely at the 24<sup>th</sup> AGM using RPV facilities provided by Tricor.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at the 24<sup>th</sup> AGM must request his/her proxy or attorney or authorised representative to register himself/herself for RPV facilities via TIIH Online website at <https://tiih.online>.

Please refer to Procedures for RPV facilities as set out below for the requirements and procedures.

**PROCEDURES FOR REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES**

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 24<sup>th</sup> AGM using RPV facilities:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE DAY OF 24TH AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>Registration as a user will be approved within one (1) working day and you will be notified via email.</li><li>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 remote participation is available for registration at TIIH Online.</li></ul>

	Procedure	Action
<b>BEFORE THE DAY OF 24TH AGM (cont'd)</b>		
(b)	Submit your request to attend 24 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Thursday, 28 July 2022 until the day of AGM on Monday, 29 August 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate at the 24<sup>th</sup> AGM using the RPV facilities.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>“(REGISTRATION) GENETEC TECHNOLOGY BERHAD 24th AGM”</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> you that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at 23 August 2022, the system will send you an <b>e-mail on 27 August 2022 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new users of TIIH Online and registration for the RPV facilities).</i></p>
<b>ON THE DAY OF 24th AGM</b>		
(a)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 24<sup>th</sup> AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the meeting at 10.00 a.m. on Monday, 29 August 2022.</li> </ul>
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) GENETEC TECHNOLOGY BERHAD 24th AGM”</b> to engage in the proceedings of the AGM remotely.</li> <li>If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by you during the AGM. If there is time constraint, the responses will be made available on the corporate website after the meeting.</li> </ul>
(c)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Monday, 29 August 2022 until the time when the Chairman announces the end of the session. Select the corporate event: <b>“(REMOTE VOTING) GENETEC TECHNOLOGY BERHAD 24th AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(d)	End of remote participation	<ul style="list-style-type: none"> <li>The live streaming will end upon the announcement by the Chairman at the conclusion of the AGM.</li> </ul>

### Note to users of the RPV facilities:

1. Should your registration for the RPV facilities be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of the 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 stream meeting or online voting on the meeting day, kindly call Tricor Help Line at +6011-40805616 / +6011-40803168 / +6011-40803169 / +6011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at **23 August 2022** shall be eligible to attend, speak and vote at the 24<sup>th</sup> AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

In view that the 24<sup>th</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

If you wish to participate in the 24<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the 24<sup>th</sup> AGM. You will not be allowed to participate in the 24<sup>th</sup> AGM together with a proxy appointed by you.

Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 24<sup>th</sup> AGM whether in a hard copy form or by electronic means shall be deposited or submitted in the following manner not later than **Saturday, 27 August 2022 at 10.00 a.m.**:

(i) In hard copy form

By hand or post to the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

(ii) By electronic form

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarized below:

### PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's TIIH Online website are summarised below:

Procedure	Action
<b>i. Steps for individual shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li><li>• After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password.</li><li>• Select the corporate event: "<b>Genetec Technology Berhad 24<sup>th</sup> AGM – Submission of Proxy Form</b>".</li></ul>

Procedure	Action
<b>i. Steps for individual shareholders (cont'd)</b>	
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under the “e-Services”, the authorized or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and follow by “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and reset your own password.</li> </ul> <p><i>(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 Investor &amp; Issuing House Services Sdn Bhd if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: “<b>Genetec Technology Berhad 24th AGM – Submission of Proxy Form</b>”</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Login to TIIH Online, select corporate event: “<b>Genetec Technology Berhad 24th AGM – Submission of Proxy Form</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for record.</li> </ul>

## POLL VOTING

The voting at the AGM will be conducted by poll in accordance with Rule 8.31A(1) of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd to conduct the poll voting electronically.

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from **10.00 a.m.** on **Monday, 29 August 2022** but before the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to the Procedures for Remote Participation and Voting via RPV Facilities provided above for guidance on how to vote remotely via TIIH Online.

Upon completion of the voting session for the 24<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration of whether the resolutions are duly passed.

## **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 24<sup>th</sup> AGM via Tricor's TIH Online website at <https://tiah.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Saturday, 27 August 2022 at 10.00 a.m.** The Board will endeavour to answer the questions received during the meeting.

## **NO DOOR GIFT/VOUCHER**

There will be **no distribution** of door gifts or vouchers for the 24<sup>th</sup> AGM.

## **NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the 24<sup>th</sup> AGM.

## **ENQUIRY**

If you have any enquiry prior to the meeting, you may contact the following person during office hours on Monday to Friday from 8.30 a.m. to 5.30 p.m. (except on public holidays).

### **Tricor Investor & Issuing House Services Sdn Bhd**

General /Fax No.	:	+603-2783 9299 / +603-2783 9222
Email	:	is.enquiry@my.tricorglobal.com
Nur Qaisara Naaila	:	+603-2783 9272 / Nur.Qaisara.Naaila@my.tricorglobal.com
Nor Faeayzah	:	+603-2783 9274 / Nor.Faeayzah@my.tricorglobal.com