



BOILERMECH

BOILERMECH HOLDINGS BERHAD
Registration No. 201001013463 (897694-T)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE CONDUCT OF THE 12TH ANNUAL GENERAL MEETING (“AGM”)

1. Safety measures to minimise risks of COVID-19 infection

For the conduct of the 12th AGM, the Company wishes to advise the shareholders that the Company will be taking precautionary measures in line with the Standard Operating Procedures (“SOP”) and guidelines issued by Majlis Keselamatan Negara (“MKN”) and Ministry of Health Malaysia (“MOH”) as well as any revisions that may be made from time to time by MKN, MOH and/or the relevant authorities to curb the spread of COVID-19.

If you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhoea or shortness of breath, you are required to comply with the directives issued by Ministry of Health to self-quarantine or seek medical advice and will not be allowed to attend the 12th AGM. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the 12th AGM to appoint a proxy or the Chairman of the meeting to attend and vote on your behalf.

All attendees are advised to sanitise their hands and wear face mask before entering. Wearing a face mask throughout the 12th AGM proceedings is highly encouraged.

2. Pre-registration to attend the AGM

Pursuant to the revised Guidance and Frequently Asked Questions (“FAQs”) on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 8 March 2022 and any revisions that may be made from time to time by MKN, MOH and/or the relevant authorities, shareholders are required to register ahead of the 12th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please read and follow the **procedures to pre-register your physical attendance at the 12th AGM** via the TIIH Online website at <https://tiih.online>:

- Login to TIIH Online website with your user name (i.e. e-mail address) and password under the “**e-Services**”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: “**(REGISTRATION) Boilermech Holdings Berhad 12th AGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “**Register for Physical Attendance at Meeting Venue**”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail **after 24 August 2022** to approve or reject your registration to attend physically at the Meeting Venue.

3. Eligibility to attend based on the Record of Depositors

Only a shareholder whose name appears on the Record of Depositor as at **19 August 2022** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

4. Registration on the day of the 12th AGM

- a. Registration will commence at 9.00 a.m.
- b. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
- c. A voting slip and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.
- d. Registration must be done in person. No person is allowed to register on behalf of another.
- e. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

5. Door gifts

There will be no distribution of door gifts at this AGM.

6. Refreshments

Refreshments will be served at this AGM.

7. Appointment of Proxy

A shareholder who is unable to attend the 12th AGM on 26 August 2022 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. 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, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Please follow the procedures to submit your proxy form electronically which are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
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 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.
Proceed with submission of form of proxy	<ul style="list-style-type: none">• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.• Select the corporate event: "BOILERMECH HOLDINGS BERHAD 12TH AGM - SUBMISSION OF PROXY FORM".• Read and agree to the terms and conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.• Review and confirm your proxy(s) appointment.• Print the form of proxy for your record.
ii. Steps for corporation or institutional shareholders	
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 the "Sign Up" button and followed by "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.

	<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 our Share Registrar if you need clarifications on the user registration.)</i>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event name: “BOILERMECH HOLDINGS BERHAD 12TH 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. • Login to TIIH Online, select corporate event name: “BOILERMECH HOLDINGS BERHAD 12TH 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.

The last date and time for lodging the proxy form is **Wednesday, 24 August 2022 at 10.00 a.m.**

8. Communication Guidance

Shareholders are advised to check the Company’s website at www.boilermech.com and announcements from time to time for any changes to the administration of the 12th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

9. Enquiry

If you have any enquiries prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd

Telephone: +603 2783 9299
 Fax : +603 2783 9222
 Email : is.enquiry@my.tricorglobal.com