



WINTONI GROUP BERHAD

(Registration No: 200701008533) (Company No. 766535-P)
(Incorporated In Malaysia)

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE NINTH ANNUAL GENERAL MEETING (“9TH AGM”)
TO BE HELD VIA AN ONLINE PLATFORM (FULLY VIRTUAL AGM)**

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| DATE: Tuesday, 30 June 2020 | TIME: 3.00 p.m. | BROADCAST VENUE: Level 10, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur |
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The 9th AGM will be convened on a fully virtual basis through live streaming from the broadcast venue and online remote participation using remote participation and voting facilities, as guided by the Securities Commission Malaysia’s Guidance and FAQs on the Conduct of General Meetings for Listed Issuers dated 18 April 2020 (revised on 14 May 2020) (“SC Guidance Note”). Pursuant to the SC Guidance Note and Section 327(2) of the Companies Act 2016, the Chairman of the 9th AGM and some essential personnel shall be present at the main venue (i.e. the broadcast venue) of the meeting. Shareholders will **NOT** be physically present at the broadcast venue on the day of the 9th AGM. Instead, shareholders shall register their attendance, participate and vote remotely at the 9th AGM using the virtual meeting facilities.

GENERAL MEETING RECORD OF DEPOSITORS

1. In respect of deposited securities, only shareholders whose names appear on the Record of Depositors on 24 June 2020 (General Meeting Record of Depositors) shall be eligible to participate, speak and vote at the 9th AGM or appoint proxy(ies) to participate and/or vote on his/her behalf in respect of the number of shares registered in his/her name.

PROXY

1. A shareholder entitled to participate and vote remotely at the 9th AGM using the virtual meeting facilities is entitled to appoint proxy/proxies, to participate and vote instead of him/her. If you are unable to participate at the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
2. Alternatively, if a shareholder is unable to participate at the 9th AGM via virtual meeting facilities on 30 June 2020, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
3. The Proxy Form must be duly completed, executed and deposited at the Registered Office of the Company at Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the meeting or adjourned meeting

POLL VOTING

1. The voting at the 9th AGM will be conducted by poll pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed HMC Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of online voting and USearch Management Services as Scrutineer to verify the poll results.
2. Shareholders can proceed to vote on the resolutions and submit their votes at any time from the commencement of the 9th AGM at 3.00 p.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 9th AGM, the Scrutineer will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

1. We would like to invite the shareholders to participate and vote remotely at the 9th AGM using the virtual meeting facilities. Please refer to item [10] on the Registration Link.
2. For Corporate Shareholders, please register yourself via the Registration Link


provided below to provide the following documents to HMC Corporate Services Sdn Bhd no later than **Monday, 29 June 2020 at 10.00 a.m.** :

- (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
- (b) Corporate Representative's e-mail address and hand-phone number.

Upon receipt of such documents, HMC Corporate Services Sdn Bhd will liaise with you on the Participation Link.

3. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the virtual meeting facilities at the 9th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 9th AGM via the virtual meeting facilities, please submit the duly executed proxy form to HMC Corporate Services Sdn Bhd no later than **Monday, 29 June 2020 at 10.00 a.m.** and register yourself via the Registration Link below.
4. If a shareholder has submitted his/her/its Proxy Form appointing the Chairman of the meeting as his/her/its proxy to vote on his/her/its behalf at the 9th AGM, such appointment shall be revoked upon registration of the shareholder/Corporate Representative/beneficiary owner of an exempt nominee/ proxy to participate remotely via virtual meeting facilities at the 9th AGM.
5. Please follow the following steps to be taken for participating and voting via the Virtual Meeting Facilities:

| BEFORE THE DAY OF THE 9TH AGM | | |
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| (a) | REGISTRATION | <ul style="list-style-type: none"> • Please click on the following link to register yourself as Shareholder/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose. You may register any time no later than 29 June 2020 at 3 p.m.. <li style="text-align: center;">Registration Link: https://bit.ly/3eJvi8Z • Registration is open now up to 29 June 2020 at 3 p.m. |
| (b) | CONFIRMATION ATTENTANCE | <ul style="list-style-type: none"> • Upon verification, the participation link will be sent to your goodself via email 24 hours before the commencement of the meeting. |

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| (c) | SUBMISSION OF QUESTIONS | <ul style="list-style-type: none"> You may submit any questions online by scanning the QR Code below or via : https://bit.ly/3eMbdPo  |
| ON THE 9TH AGM DAY | | |
| (d) | PARTICIPATION | <ul style="list-style-type: none"> Click on the participation link which was provided to you via e-mail, at least 15 minutes before the commencement of meeting at 2. 45 p.m. on 30 June 2020. If you have any questions to be raised during the meeting, you may submit by using the Q&A Box. The Chairman/Board of Directors will endeavor to address the questions submitted prior to or during the meeting accordingly. |
| (e) | ONLINE VOTING | <ul style="list-style-type: none"> The QR Code for the online voting will be displayed in the Chat Box and Q&A Box of the Virtual Meeting Facilities upon the commencement of the 9th AGM. Voting shall commence from 3.00 p.m. on Tuesday, 30 June 2020 until a time when the Chairman announces the closing of the voting session at the 9th AGM broadcast venue. After the counting of votes, the Chairman will announce the poll results. |

CLOSURE

The 9th AGM will be closed upon the announcement by the Chairman and the virtual 9th AGM shall end thereafter.

ENQUIRY

If you have any further queries or require assistance before or during the 9th AGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday, except public holiday):

HMC CORPORATE SERVICES SDN BHD

Registration No. 198201003810 (83556-P)

Level 2, Tower 1, Avenue 5 Bangsar South City

59200 Kuala Lumpur

Wilayah Persekutuan Kuala

Lumpur Tel : 603-2241 5800

Mobile/WhatsApp : 017-388 3989

Fax : 603-2282 5022

Email : office365support@hmc.my

Contact Person: HMC Virtual Meeting Administrator