



JATI TINGGI GROUP BERHAD

[Registration No.: 202101043655 (1443955-H)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING OF JATI TINGGI GROUP BERHAD (“EGM”)

Day, Date	:	Monday, 20 January 2025
Time	:	10:30 a.m.
Online Meeting Platform	:	https://www.symphonycorporateservices.com.my provided by Symphony Corporate Services Sdn. Bhd. (Domain Registration No. with MYNIC: D1C534619) (“ Symphony Portal ”)

MODE OF MEETING

The EGM of Jati Tinggi Group Berhad (“**JTGB**” the “**Company**”) shall be conducted on a fully virtual basis through live streaming and online remote voting using the Remote Participation and Voting Facilities (“**RPV Facilities**”). This is in line with the revised Guidance Note and Frequently Asked Questions (FAQs) on the Conduct of General Meetings for Listed Issuers and all its subsequent revisions issued by the Securities Commission Malaysia (“**SC Guidance Note**”) and Principle C of the Malaysian Code of Corporate Governance 2021 whereby listed issuers are encouraged to leverage on technology in conducting their general meetings to facilitate communication and engagements with shareholders.

According to the SC Guidance Note, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia. All meeting participants including the Chairman of the meeting, board members, senior management and shareholders/ proxies/corporate representatives/ attorneys are required to participate in the meeting online.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants at the EGM. Hence, participants are to ensure that internet connectivity throughout the duration of the meeting is maintained.

RPV FACILITIES

Shareholders are to attend, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, “**participate**”) at the EGM using the RPV Facilities provided by Symphony Corporate Services Sdn Bhd, the Poll Administrator of the EGM, via Symphony Portal.

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the EGM. Shareholders may also submit questions to the Board of Directors (“**Board**”) prior to the EGM via symphonycorporateservices@gmail.com not later than 10:30 a.m. on 18 January 2025 or via the Q&A platform in the Symphony Portal from 10:30 a.m. on 14 January 2025 up to 20 January 2025, 10:00 a.m. If there is time constraint for answering the questions during the EGM, the answers will be made available in the minutes of the Company’s EGM, which will be published on the Company’s corporate website at <https://jatitinggi.com/>.

If you wish to submit your questions through the Q&A platform via the Symphony Portal, you must first register as a user at the Symphony Portal. Thereafter, you may select “**My Virtual Meeting**” under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITIES

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the EGM remotely using the RPV Facilities, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of the EGM	
(i) Register as a User	<ul style="list-style-type: none"> • Access the Symphony Portal at https://www.symphonycorporateservices.com.my • Click <<Login/Register>> followed by <<Register New User>> to register as a new user. • Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport. • Read and agree to the terms & conditions and thereafter, submit your registration. • Please enter a valid email address in order for you to receive the verification email from the Symphony Portal. • Your registration will be verified and approved by the Symphony Portal. Once approved, an email notification will be sent to you. • If you are already a user with the Symphony Portal, you are not required to register again.
(ii) Submit your Question	<ul style="list-style-type: none"> • You may pre-submit your questions to the Board prior to the EGM: <ul style="list-style-type: none"> (i) using the Symphony Portal from 14 January 2025, 10:30 a.m. up to 20 January 2025, 10:00 a.m.; or (ii) by emailing to symphonycorporateservices@gmail.com no later than 10:30 a.m. on 18 January 2025.
On the day of the EGM	
(iii) Login to Symphony Portal at https://www.symphonycorporateservices.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the EGM at any time from 10:00 a.m., i.e. 30 minutes before the commencement of the EGM. • If you have forgotten your password, you can reset it by clicking on "Forgot Password".
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> • Select <<My Virtual Meeting>> under Main Menu. • Click <<Join Meeting>> located next to the event. • Please click on the video link and key in the password provided to you in the email notification from the Symphony Portal in order to join the live streaming of the EGM.

Procedures	Action
On the day of the EGM (cont'd)	<ul style="list-style-type: none"> • If you have any question(s) during the EGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the EGM (“Chairman”) / Board / Management will try to respond to all relevant questions submitted during the EGM. If there is time constraint in answering the questions during the EGM, the answers will be made available in the minutes of the Company’s EGM, which will be published on the Company’s corporate website. • If you are using a smartphone to participate in the EGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the EGM. • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(v) Online Remote Voting	<ul style="list-style-type: none"> • Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. • Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(vi) End of the RPV Facilities	<ul style="list-style-type: none"> • The RPV Facilities will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the EGM.

Notes to users of the RPV Facilities:

- (a) *Should your registration to join the EGM be approved, we will make available to you the rights to join the live streamed EGM and to vote remotely using the RPV Facilities. Your login to the Symphony Portal on the day of the EGM will indicate your presence at the EGM.*
- (b) *If you encounter any issue with your online registration at the Symphony Portal, please call +6016-439 7718 or e-mail to symphonycorporateservices@gmail.com for assistance.*

PROXY

1. The EGM will be conducted on a fully virtual basis. If you are unable to participate the EGM, you may appoint your proxy or the Chairman as proxy and indicate the voting instructions in the Proxy Form.

2. If you wish to appoint proxy(ies) to participate in the EGM using the RPV Facilities, please submit your Proxy Form, either by hand or by post to the following address, not less than 48 hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

Symphony Corporate Services Sdn. Bhd.

S-4-04, The Gamuda Biz Suites
Jalan Anggerik Vanilla 31/99
Kota Kemuning
40460 Shah Alam
Selangor Darul Ehsan

3. You also have the option to submit the proxy appointment electronically via Symphony Portal at <https://www.symphonycorporateservices.com.my> before the Proxy Form submission cut-off time as mentioned in the above. For further information on the electronic submission of Proxy Form, kindly refer to the Annexure to Proxy Form.
4. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to **Symphony Corporate Services Sdn. Bhd.** not less than 48 hours before the time appointed for holding the EGM or any adjournment thereof, in order to participate in the EGM via the RPV Facilities.
5. Attorneys appointed by power of attorney are to deposit their power of attorney to **Symphony Corporate Services Sdn. Bhd.** not less than 48 hours before the time appointed for holding the EGM or any adjournment thereof, in order to participate in the EGM via the RPV Facilities.
6. Shareholders who have appointed a proxy or attorney or authorised representative to participate at the EGM via the RPV Facilities must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Symphony Portal prior to the EGM.

POLL VOTING

1. The voting at the EGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad and the Company's Constitution. The Company has appointed Symphony Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the poll by way of online remote voting using the RPV Facilities and Propoll Solutions Sdn. Bhd. as the Scrutineer to verify the poll results.
2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) above for the online remote voting procedures using the RPV Facilities.
3. Upon completion of the voting session, the Scrutineer will verify the poll results followed by the declaration of results by the Chairman.

REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the EGM by yourself, please write in to **Symphony Corporate Services Sdn. Bhd.** to revoke the earlier appointed proxy 48 hours before the time appointed for holding the EGM.

RECORDING

Unauthorised recording of the proceedings of the EGM is strictly prohibited.

RECORD OF DEPOSITORS ("ROD") FOR THE EGM

Only shareholders whose names appear on the ROD as at 13 January 2025 shall be entitled to participate or appoint proxy(ies) to participate at the EGM via the RPV Facilities.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the EGM.

ENQUIRIES

If you have any enquiry relating to the EGM, please contact any of the following person during office hours from 9:00 a.m. to 5:00 p.m. on Mondays to Fridays:

(a) Mr. Eric Tan (Tel: +6016-439 7718 or E-mail: symphonycorporateservices@gmail.com)

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with Symphony Portal for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the EGM using the RPV Facilities, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.