



JISHAN BERHAD

Registration No. 201901013612 (1322940-P)
(Incorporated in Malaysia)

Administrative Guide for Fourth Annual General Meeting (“4th AGM” or “AGM”)

Meeting Day and Date	: Friday, 16 th June 2023
Time	: 2.30 p.m.
Broadcast Venue	: Conference Room of Jishan, Lot 20575, Mukim 7, Jalan Bukit Panchor, 14300 Nibong Tebal, Pulau Pinang (formerly known as Lot 20384)
Meeting Platform	: www.vpoll.com.my (Domain Registration No. D1A457149)

1. Virtual Meeting

- 1.1 As a precautionary measure amid the Coronavirus Disease (COVID-19) pandemic and having regard to the well-being of the safety of the Company’s shareholders, employees and Directors, the Board of Directors (the “Board”) and Management have decided that the meeting will be conducted entirely virtual through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities.
- 1.2 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at our virtual Meeting. 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. The Company, the Board and its management, registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the Meeting.

2. Entitlement to Participate and Vote

- 2.1 Only depositors whose names appear on the Record of Depositors as at **6 June 2023** shall be entitled to participate and/or vote at the meeting or appoint proxy/corporate representative(s) to participate and/or vote on his/her behalf by returning the duly executed Proxy Form(s).

3. Appointment of Proxy

- 3.1 If you are unable to attend and participate at the meeting via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
- 3.2 The instrument appointing a proxy and the power of attorney or other authority i.e. the corporate representatives / authorised nominees or exempt authorised nominees who wishes to attend and participate at the meeting via RPV facilities, please ensure the **duly executed original** Proxy Form(s) or the **original/duly certified** Certificate of Appointment of its corporate / authorised representative / power of attorney / letter of authority or other documents proving authority must be deposited to Company’s Share Registrar office, Aldpro Corporate Services Sdn. Bhd. at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting i.e. not later than **Wednesday, 14 June 2023 at 2.30 p.m.**
- 3.3 All appointed proxy need not register for remote participation on VirtualeAGM e-Portal. Upon processing of your Proxy Form, we will grant your proxy access to remote participation at the Meeting to which he/she is appointed for instead of you, with the login credentials.

4. Submission of Questions

- 4.1 Members and proxies may submit their questions via the real time submission of typed texts through a text box within VirtualeAGM e-Portal at www.vpoll.com.my during the live streaming of the AGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/Board/ relevant adviser during the meeting.

5. Voting Procedure

- 5.1 The voting at the 4th AGM will be conducted by poll.
- 5.2 For the purpose of the Meeting, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.3 The polling will commence from the scheduled starting time of the Meeting and close five (5) minutes after the Chairman announces the final five (5) minutes for voting towards the end of the Meeting after the question-and-answer session.
- 5.4 Upon the completion of the voting session for the 4th AGM, the Share Registrar will verify the poll results followed by the Chairman will announce and declare whether the resolutions put to vote were duly passed.

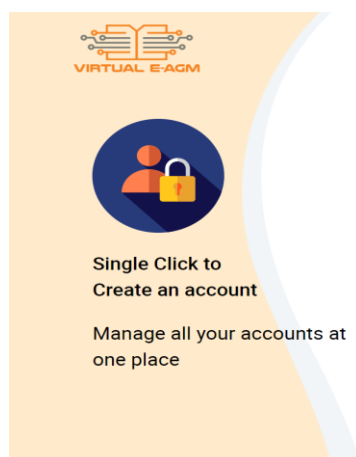
6. Remote Participation and Voting (“RPV”)

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the meeting [(ii) to (iv) through their authorised representatives].
- 6.2 If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, pose questions and/ or submit your votes in real time whilst the Meeting is in progress.
- 6.3 Kindly follow the steps as set out in **Appendix I** to register for RPV.

VIRTUALEAGM USER GUIDE

STEP 1: Please go to url www.vpoll.com.my to go to the Login Page as shown below to

a. Sign up

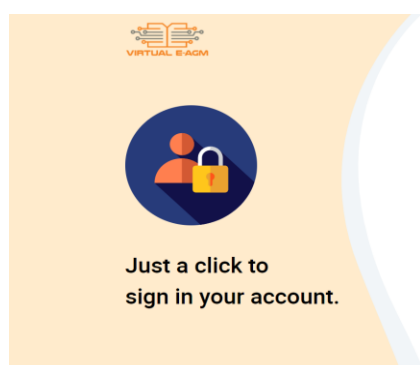


Sign Up

Full Name as per IC / Passport
 Email Address
 Phone Number
 NRIC NO. or Passport No.
 Password Confirm Password
** (Minimum 6 characters) ** (Minimum 6 characters)
 UPLOAD YOUR ID CARD

ALREADY HAVE AN ACCOUNT? LOGIN

b. Log in



Sign In

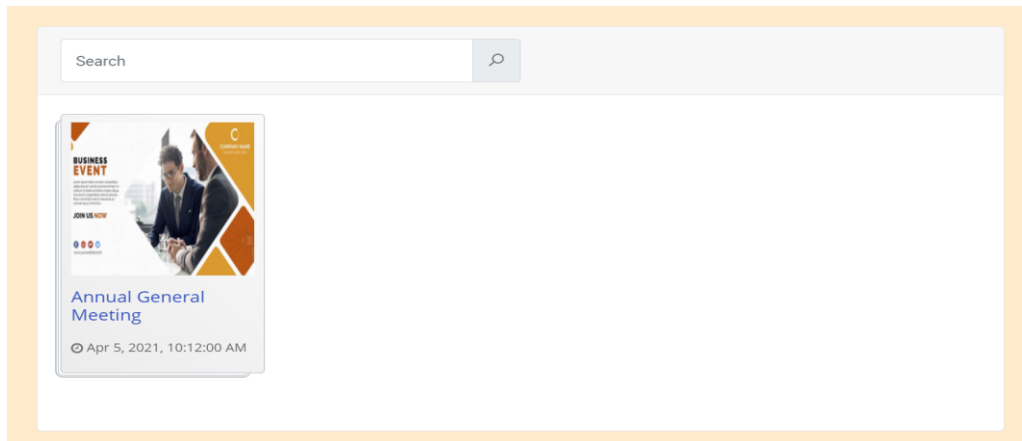
email
 Password
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREED THE STATED PRIVACY POLICY AND TERMS & CONDITIONS

FORGOT PASSWORD?
DON'T HAVE AN ACCOUNT? SIGN UP

Notes:

- 1) Shareholders who wish to participate and vote remotely at the meeting via RPV facilities are required to register/sign up prior to the meeting.
- 2) The registration will be open from **10.00 a.m. on 6 June 2023** and the registration will be close at **2.30 p.m. on Thursday, 15 June 2023.**
- 3) This is a **ONE-TIME Registration**. If Shareholders are already a registered user of the e-Portal and need not register again.
- 4) Your email address is your User ID when Log in.

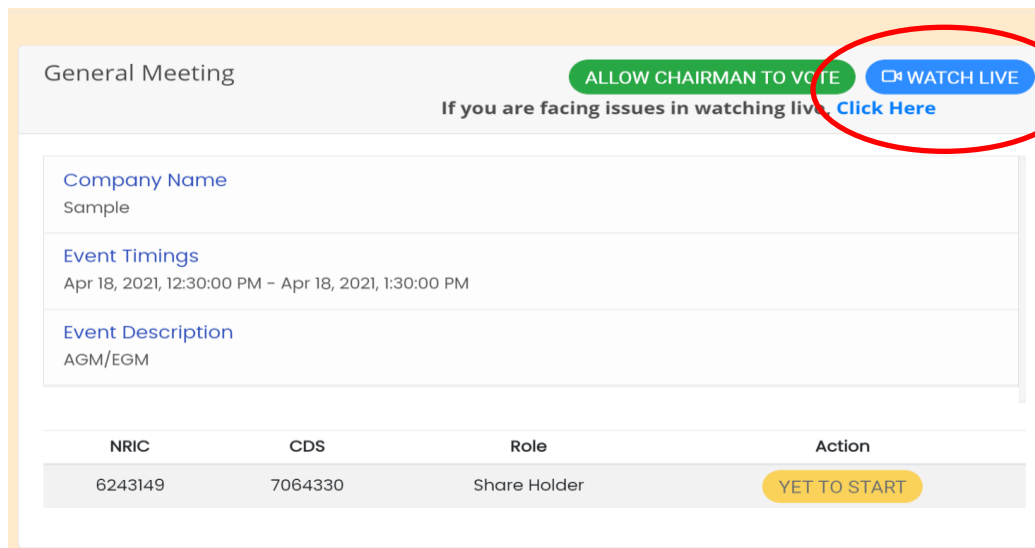
STEP 2: You will see a DASHBOARD screen as shown below. Click on event icon.



Notes:

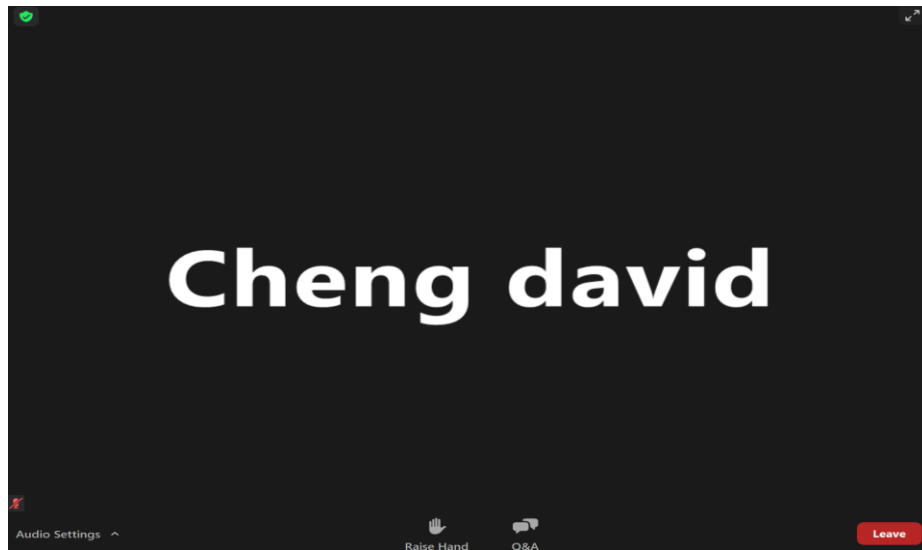
- 1) You can start to log in one hour (1) hour before the commencement of the meeting at **1.30 p.m. on Friday, 16 June 2023.**
- 2) The quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
- 3) Log in to www.vpoll.com.my with your registered User ID (email address) and password. For prox(ies) holders, use the login credential that was sent by the Poll Administrator.

STEP 3: Click on EVENT NAME ICON, you will see the following screen.



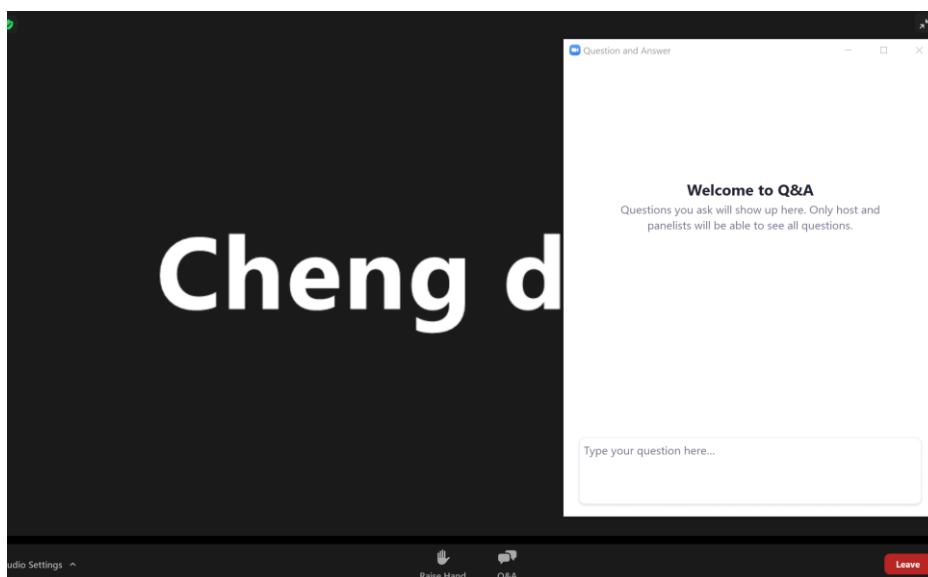
To watch live streaming, please click on the BLUE BUTTON as shown in the top right corner. If you are facing issues in watching live, click the "Click Here" to open the Zoom application directly.

STEP 4: The screen will open in a new tab as shown below:



ASKING QUESTIONS FEATURE

To ask questions, please click on your Q&A icon at the bottom of your screen and type your questions.



If you have any questions to raise at the meeting, type the question in the text box below. The Chairman/Board/Management/relevant adviser(s) will endeavour to respond to your question during the Meeting.

STEP 5: To vote, please go back to your earlier tab as shown below.

General Meeting ALLOW CHAIRMAN TO VOTE WATCH LIVE
If you are fa

Company Name
Sample

Event Timings
Apr 18, 2021, 12:30:00 PM - Apr 18, 2021, 1:30:00 PM

Event Description
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	VOTE

Upon confirmation of your name, event details, role, NRIC and CDS number, please click on the VOTE button.

STEP 6: Vote accordingly and click on the CONFIRM DETAILS AND SUBMIT VOTE button.

General Meeting

Non Voting Resolution
To receive the Audited Financial Statements for the financial year ended 30 September 2020 together with the Reports of the Directors and Auditors thereon.

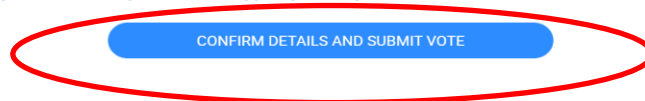
Sample Ordinary Resolution
Vote Question 1

Sample Special Resolution
Vote Question 2

FOR AGAINST ABSTAIN

FOR AGAINST ABSTAIN

Make sure you vote for all questions. If skipped, your response for that resolution will be saved as **ABSTAIN**



STEP 7: To view the voting results, please click the “RESULTS”

General Meeting

ALLOW CHAIRMAN TO VOTE WATCH LIVE
If you are facing issues

Company Name
Sample

Event Timings
Apr 18, 2021, 12:30:00 PM - Apr 18, 2021, 1:30:00 PM

Event Description
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	VIEW RESULTS

VOTING RESULTS

ORDINARY RESOLUTION
Sample Ordinary Resolution
Resolution 1

3333 Units [100%] 0 Units [0%]

SPECIAL RESOLUTION
Sample Special Resolution
Resolution 2

Units [%] Units [%]

Enquiry

If you have any enquiries prior to the AGM, please contact the following during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except public holiday): -

The Share Registrar – any matters relating to the 4th AGM

Aldpro Corporate Services Sdn Bhd

Address : B-21-1, Level 21, Tower B, Northpoint Mid Valley City,
No. 1, Medan Syed Putra Utara,
59200 Kuala Lumpur, Malaysia

Email Address : admin@aldpro.com.my

Contact Person : Ms. Wong Fui Sin / Ms. Jennie Wong / Ms. Christine Cheng

Telephone No : +603 9770 2200 (Ext: 223 / 220 / 227)

OR

If you have any enquiry relating to VirtualeAGM, please contact the following persons during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except public holiday): -

The Poll Administrator – e-Services Assistance

AI Smartual Learning Sdn Bhd

Address : 1-23-5, Menara Bangkok Bank
Berjaya Central Park
Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Email Address : davidcheng@aismartuallearning.com

Contact Person : Mr. David Cheng

Telephone No. : +6017 7700887