



## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Meeting	:	Extraordinary General Meeting (“ <b>EGM</b> ”) of KPJ Healthcare Berhad (“ <b>KPJ</b> ” or the “ <b>Company</b> ”)
Day, Date	:	Monday, 12 December 2022
Time	:	2:30 p.m.
Meeting Platform	:	Online virtual meeting using the remote participation and voting (“ <b>RPV</b> ”) facilities of 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)

1. No members/proxies/corporate representatives from the public will be allowed to be physically present at the premises of the Company, the poll administrator or the venue where the Chairman will be for the purpose of the EGM.
2. In respect of deposited securities, only a depositor whose name appears in the Record of Depositors as at 5 December 2022 shall be eligible to participate at the EGM or appoint proxy(ies) or corporate representative to participate and vote in his/her stead.
3. As shareholders, please register your attendance and exercise your rights as shareholders at the EGM remotely using the aforesaid RPV facilities. If you are appointing a proxy or corporate representative to attend, participate, speak and vote on your behalf, please request your proxy or corporate representative to register himself/herself for the aforesaid RPV facilities in accordance with the procedures as set out below.

### Appointment of Proxy or Corporate Representative

4. If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy. Please indicate your voting instructions in the Proxy Form.
5. If you wish to participate in the EGM yourself, please do not submit any Proxy Form for the EGM. You will not be allowed to participate in the EGM together with the appointed proxy.
6. Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not less than forty-eight (48) hours before the time appointed for holding the EGM i.e. not later than **Saturday, 10 December 2022 at 2.30 p.m.**
  - (a) In hard copy form  
In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the office of the poll administrator at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, VerticalPodium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
  - (b) By electronic form  
The Proxy Form can be electronically lodged with the poll administrator of the Company via TIIH Online website at <https://tiih.online>. The steps to submit your Proxy Form via TIIH Online are summarised under item 13A(c) below.

## POLL VOTING

7. The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-voting).
8. Members/proxies/corporate representatives can proceed to vote on the resolutions at any time from the start of the EGM at **2.30 p.m. on Monday, 12 December 2022** until the time when the **Chairman announces the closure** of the voting session at the EGM. Kindly refer to item 13B(c) below for guidance on how to vote remotely via TIIH Online.
9. Upon closure of the voting session for the EGM, the scrutineers will verify the poll results, followed by the Chairman's declaration of the poll results.

## REMOTE PARTICIPATION AND VOTING ("RPV") FACILITIES

10. The RPV facilities are available on TIIH Online website at <https://tiih.online> or <https://tiih.com.my> (Domain registration number with MYNIC: D1A282781).
11. Members/proxies/corporate representatives are to attend, speak (in the form of real-time submission of typed text) and vote remotely at the EGM using the RPV facilities of TIIH Online.
12. Questions may be submitted before or during the EGM using the RPV facilities. The Board or Management of the Company will endeavour to respond to your questions during the EGM.

## PROCEDURES TO PARTICIPATE AND VOTE REMOTELY USING TIIH ONLINE

13. Please read and follow the procedures below to participate and vote at the EGM remotely:-

### A. Before the EGM

(a) New User Sign Up	<ul style="list-style-type: none"><li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Sign-up as a new user under "e-Services". Please refer to the tutorial guide posted on the homepage for details and assistance.</li><li>• For individual shareholders,<ul style="list-style-type: none"><li>- Select "<b>Create Account by Individual Holder</b>".</li><li>- Registration will be verified, and you will be notified via email within one (1) working day.</li></ul></li><li>• For corporation or institutional shareholders,<ul style="list-style-type: none"><li>- The authorised or nominated representative of the corporation or institutional shareholder to select "<b>Create Account by Representative of Corporate Holder</b>".</li><li>- Registration will be verified, and you will be notified via email within one (1) to two (2) working days.</li></ul></li><li>• If you are already a user of TIIH Online, you are not required to sign-up again.</li></ul>
----------------------	--

A. **Before the EGM** (Cont'd)

<p>(b) Submit your request to attend the EGM remotely</p>	<ul style="list-style-type: none"> <li>• <b>Registration is open from Tuesday, 22 November 2022 at 2:30 p.m. until the conclusion of the EGM on Monday, 12 December 2022.</b></li> <li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Login with your user ID (email address) and password.</li> <li>• Select the Corporate Event: “<b>(Registration) KPJ HEALTHCARE BERHAD EGM 2022</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>email to notify</b> 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 <b>5 December 2022</b>, the system will send you an <b>email after 10 December 2022 to notify the approval or rejection of your registration for remote participation.</b></li> <li>• Should your application to join the EGM be approved, we will make available to you the rights to join the meeting and to vote remotely. Your loginto TIIH Online on the day of meeting will indicate your presence at the virtual meeting. (Note: Please allow sufficient time for the approval of TIIH Online new user and for the RPV registration.).</li> </ul>
<p>(c) Submission of Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/ attorney electronically</p>	<ul style="list-style-type: none"> <li>• The Proxy Form is to be lodged not less than forty-eight (48) hours before the meeting i.e. before <b>Saturday, 10 December 2022 at 2.30 p.m.</b></li> </ul> <p><b>Steps for Individual Shareholders</b></p> <ul style="list-style-type: none"> <li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Login with your user ID (email address) and password.</li> <li>• Select the Corporate Event: “<b>KPJ HEALTHCARE BERHAD EGM 2022 - Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of voting shares to be represented by your proxy(s).</li> <li>• Indicate your voting instructions – FOR or AGAINST. Otherwise, your proxy will vote on your behalf.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul> <p><b>Steps for Body Corporate or Institutional Shareholders</b></p> <ul style="list-style-type: none"> <li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Login with your user ID (email address) and password.</li> <li>• Select the Corporate Event: “<b>KPJ HEALTHCARE BERHAD EGM 2022 - Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• 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 by inserting the required data.</li> <li>• 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 your record.</li> </ul> <p>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the steps above 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.)</p>

**A. Before the EGM (Cont'd)**

(d) Submit your questions electronically before the EGM	<ul style="list-style-type: none"> <li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Login with your user ID (email address) and password.</li> <li>• At the Corporate Event: “<b>(Registration) KPJ HEALTHCARE BERHAD EGM 2022</b>”, select “Submit Question”.</li> </ul>
---	--

**B. On the EGM Day (12 December 2022)**

(a) Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the EGM at any time from <b>1:30 p.m.</b> i.e. 1 hour before the commencement of the EGM at <b>2:30 p.m.</b> on <b>Monday, 22 December 2022</b>.</li> </ul>
(b) Participate online	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(Live Stream Meeting) KPJ HEALTHCARE BERHAD EGM 2022</b>” to engage in the proceedings of the meeting remotely.</li> <li>• If you have any questions for the Board of Directors/Management of the Company, you may type your questions in the “<b>Query Box</b>” (on the right-hand side of your screen) and click “<b>Submit</b>”. The Board of Directors/Management of the Company will endeavour to respond to your questions during the EGM.</li> </ul> <p>(Note: The quality of your connection to the live streaming is dependent on the bandwidth and stability of the internet connection at your location and the device you use.)</p>
(c) Online remote voting	<ul style="list-style-type: none"> <li>• You may vote at any time <b>from the start of the EGM at 2:30 p.m.</b> until the time when the <b>Chairman announces the closure of the voting session at the EGM</b>.</li> <li>• Select the corporate event: “<b>(Remote Voting) KPJ HEALTHCARE BERHAD EGM 2022</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 number (tick the box) that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Review your votes cast and click “<b>Confirm</b>” to submit your votes.</li> <li>• You may choose to download document (of your votes) for record.</li> </ul>
(d) End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.</li> </ul>

14. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, please call the Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**RESULTS OF THE VOTING**

15. The poll vote results of the resolutions proposed at the EGM will be announced at the EGM and subsequently via an announcement to Bursa Malaysia Securities Berhad, which is available at [www.bursamalaysia.com](http://www.bursamalaysia.com).

A. **Before the EGM** (Cont'd)

**EGM DOCUMENTS**

16. The following documents are available on the Company's website at <https://kpi.listedcompany.com/egm.html>
- (a) Circular to Shareholders in relation to the Proposed Sale and Proposed Leaseback
  - (b) Notice of EGM, Proxy Form and Administrative Guide for Shareholders
17. We encourage viewing the e-versions of the above documents. If a printed copy of item 16(a) above is required, please send an email to our Share Registrar at [suehaila@jcorp.com.my](mailto:suehaila@jcorp.com.my). Please indicate your name, NRIC/passport/company number, CDS account number, mailing address and contact number when making the request. You may also request a printed copy of item 16(a) above via TIIH Online at <https://tiih.online> by selecting "Request for Circular to Shareholders" under "Investor Services".

**NO DOOR GIFTS/FOOD VOUCHERS**

18. There will be no distribution of gifts or vouchers in conjunction with the EGM.
19. The Company would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

**RECORDING OR PHOTOGRAPHY**

20. Recording or photography of the proceedings of the EGM is strictly prohibited.

**COMMUNICATION GUIDE**

21. Shareholders are reminded to monitor the Company's website and announcements for any changes relating to the EGM arrangements.

**ENQUIRIES**

22. If you need any assistance, please contact the following persons during office hours, Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

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

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons :

Mohammad Amirul Iskandar: +603-2783 9263 / email: [Mohammad.Amirul@my.tricorglobal.com](mailto:Mohammad.Amirul@my.tricorglobal.com)

Mohamad Khairudin Bin Tajudin: +603-2783 7973 / email: [Mohamad.Khairudin@my.tricorglobal.com](mailto:Mohamad.Khairudin@my.tricorglobal.com)

----- THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK -----