



## **ADMINISTRATIVE GUIDE FOR THE 35<sup>th</sup> ANNUAL GENERAL MEETING (“AGM”) OR (“THE MEETING”) OF DATAPREP HOLDINGS BHD**

**DATE & TIME** : Thursday, 27 June 2024 at 10:00 A.M.

**BROADCAST VENUE** : Widad Semantan (WiSe)  
No. 3 Jalan Semantan  
50490 Damansara Heights  
Kuala Lumpur.

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### **VIRTUAL 35<sup>TH</sup> ANNUAL GENERAL MEETING**

The AGM of DATAPREP HOLDINGS BHD (“**DATAPREP**” or “**The Company**”) will be conducted on a virtual basis through remote participation and electronic voting from the Broadcast Venue (“**Online AGM**”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders will not be allowed to physically present at the Meeting in person at the Broadcast Venue.

### **CIRCULAR TO SHAREHOLDERS**

As part of our ‘Go Green’ initiative to help protect the environment for current and future generations, we encourage your support by going paperless and access the digital copy of Annual Report 2023 for your reading or download from our Company’s website at: <https://www.dp.com.my/ir.php#snav-content4>

### **DIGITAL BALLOT FORM (“DBF”)**

Shareholders who wish to participate the Meeting will therefore have to do so remotely. Pre-registration of attendance is required via the link <https://vps.megacorp.com.my/mGVXN8> and submit all the details requested at least forty-eight hours (48) hours before the time of the Meeting. After registration is validated and accepted, shareholders will be sent an email with a link to grant access to the DBF.

1. As a member/proxy, you can register online to participate in the Meeting. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Webinar session to participate the AGM online:
2. Members can also appoint proxy/Chairman via online, as in Step 1 above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.
3. Alternatively, you may deposit your duly completed Proxy Form in hardcopy at the office of the Poll Administrator, **Mega Corporate Services Sdn. Bhd.** situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or submit via email at: [AGM-support.DP@megacorp.com.my](mailto:AGM-support.DP@megacorp.com.my) not less than forty-eight (48) hours before the time of holding the AGM.

4. For corporate shareholders or Nominee Accounts, please send Proxy Form by email to [AGM-support.DP@megacorp.com.my](mailto:AGM-support.DP@megacorp.com.my) as per item (4) above.
5. The Poll Administrator, Mega Corporate Services Sdn Bhd, will email a copy of your DBF to you once they have verified your details.
6. Registered shareholders OR proxies would receive 2 emails:
  - a. Webinar session link (to join the virtual meeting)
    - i. Email from **Webinar Master**
      - a. *To join the Virtual Meeting Session*
  - b. DBF – for remote voting purposes.
    - b. Email from [AGM-support.DP@megacorp.com.my](mailto:AGM-support.DP@megacorp.com.my)

## POLL VOTING

The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.

For the purpose of this Meeting, e-voting will be carried out via your digital devices (e.g., Computer/Mobile Phone/Tablets). The DBF itself is self-explanatory.

Shareholders or Proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the Meeting, the Scrutineers will verify the poll results after which the Chairman will announce the results of the resolutions.

## RECORD OF DEPOSITORS FOR THE AGM

The date of Record of Depositors for the AGM is 20 June 2024. As such, only members whose name appears in the Record of Depositors shall be entitled to attend, participate and vote at the Meeting.

## NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the AGM of the Company.

## ENQUIRY

If you have any general queries prior to the AGM, please contact the Poll Administrator during office hours (Monday to Friday):

### **Mega Corporate Services Sdn Bhd**

Level 15-2, Bangunan Faber Imperial Court

Jalan Sultan Ismail

50250 Kuala Lumpur

Tel No: +60 (3) 2692 4271 / 2694 8984

Email: [AGM-support.DP@megacorp.com.my](mailto:AGM-support.DP@megacorp.com.my)

Person in Charge:

- Benjamin Teow : 017 6119666
- Vinoo : 016 9699220