



WESTPORTS HOLDINGS BERHAD
(Registration No. 199301008024 (262761-A))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS

VIRTUAL THIRTIETH ANNUAL GENERAL MEETING (“30th AGM”)

Day and Date : **Wednesday, 3 May 2023**
Time (Malaysia time) : **2.00 p.m.**
Broadcast Venue : **3rd Floor, Tower Block, Jalan Pelabuhan Barat
Pulau Indah, 42009 Port Klang
Selangor Darul Ehsan, Malaysia**
Meeting Platform : **<https://meeting.boardroomlimited.my>**

Dear Shareholders,

Greeting from Westports Holdings Berhad!

Mode of Meeting

The 30th AGM will be conducted entirely through live streaming from the Broadcast Venue and online remote voting (collectively referred hereinafter as “online AGM” or “virtual AGM”), in accordance with the best practices given the current circumstances. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia including any amendment that may be made from time to time.

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 general meeting and in accordance with Clause 81 of the Company’s Constitution which allows a meeting of members to be held at more than one venue, using any technology or method that enables the members of the Company to participate at the general meeting. Members/proxies/corporate representatives **will not be allowed** to physically present nor be admitted at the Broadcast Venue on the day of the 30th AGM.



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Online Request for Printed Report(s)

Go digital and go paperless to help our environment.

As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from Bursa Malaysia Securities Berhad's website or the Company's website at <https://www.westportsholdings.com/annual-general-meetings/>.

- Annual Report 2022
- Sustainability Report 2022
- Corporate Governance Report 2022
- Notice of the 30th AGM
- Form of Proxy

Alternatively, the documents may be accessed through your device by scanning the above QR code.

Shareholders who wish for a printed copy of the Annual Report 2022 should submit their request online at <https://www.westportsholdings.com/annual-reports/> and must provide all the required information accurately, i.e. full name, CDS Account Number, full mailing address and shareholder's mobile number.

No Vouchers/Door Gifts

There will be **NO VOUCHER(S) or any door gift(s) for shareholders/proxies who participate in the AGM.**

Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors on **25 April 2023** (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

Lodgement of Form of Proxy

Shareholders are encouraged to go online, participate, and vote at the 30th AGM using remote participation and electronic voting facilities. If you are not able to participate in the online AGM, you can appoint your proxy or the Chairman of the meeting as your proxy and indicate the voting instructions in the proxy form. The appointment of proxy may be made in a hard copy form or by electronic means, not less than forty-eight (48) hours before the time for holding the 30th AGM, as follows:-

1. In Hardcopy Form

You may download the Form of Proxy from our website at <https://www.westportsholdings.com/annual-general-meetings/>.

Please ensure that the original Form of Proxy is deposited at the Share Registrar's office of the Company, Boardroom Share Registrars Sdn. Bhd. ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.



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We do not acknowledge receipt of the Form of Proxy.

2. By Boardroom Smart Investor Online Portal

<p>Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)</p> <p><i>Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – eProxy Lodgement.</i></p>
<ol style="list-style-type: none">Access website at https://investor.boardroomlimited.com.Click “REGISTER” to sign up as a user.Please select the correct account type i.e sign up as “Shareholder or “Corporate Holder”.Complete registration and upload softcopy of your MyKAD (front and back) (for Malaysian) or Passport (for foreigner) in JPEG or PNG format.For Corporate Holder, kindly upload the authorization letter as well. Click “Sign Up”.You will receive an email from Boardroom for email address verification. Click “Verify Email Address” from the email received to continue with the registration.Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click “Enter” to complete the process.Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.
<p>Step 2 – eProxy Lodgement</p>
<ol style="list-style-type: none">Access website at https://investor.boardroomlimited.com.Login with your User ID and Password.Select “WHB 30TH VIRTUAL AGM” from the list of Corporate Meeting and click “ENTER”.Click on “Submit eProxy Form”.Read the terms & conditions and confirm the Declaration.Enter your CDS Account Number and indicate the number of securities.Appoint your proxy(ies) or the Chairman of the 30th AGM and enter the required details for your proxy(ies).Indicate your voting instructions – “FOR” or “AGAINST” or “ABSTAIN”. If you wish to have your proxy or proxies to act upon his/her discretion, please indicate “DISCRETIONARY”.Review and confirm your proxy(ies) appointment.Click “APPLY”.Download or print the eProxy form as acknowledgement.

Revocation of Proxy

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our virtual AGM by yourself, please write into BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the 30th AGM. On revocation, your proxy(ies) will not be allowed to participate in the 30th AGM. In such an event, you should advise your proxy accordingly.



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Voting Procedure

1. 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 Boardroom as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and will appoint an Independent Scrutineers to verify the poll results.
2. During the online AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purposes of this online AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
4. There are 2 methods for members, proxies and corporate representatives to vote remotely. The methods are:-
 - a. Use QR Scanner Code given to you in the email along with your remote participation user ID and Password; **OR**
 - b. Go to the website with URL <https://meeting.boardroomlimited.my>.
5. The Independent Scrutineer will verify the poll result reports upon the closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to the vote were successfully carried or otherwise.
6. In accordance with the Company's Constitution, members are entitled to vote at the online AGM either personally or by proxy, based on the General Meeting Record of Depositors. Any eligible Voting Member unable to participate electronically is entitled to appoint a proxy to participate in the online AGM instead.

Remote Participation and Electronic Voting ("RPEV") and Steps for Registration for RPEV

1. Please note that the RPEV is available to:-
 - (i) Individual member;
 - (ii) Corporate shareholder;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee.
2. You will be able to view a live webcast of the AGM proceedings, pose questions to the Board of Directors ("Board"), and submit your votes in real-time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for a Login ID and Password to participate the online AGM:-

Before the day of 30th AGM
Step 1 – Register Online with Boardroom Smart Investor Portal (for first-time registration only) <i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit request for Remote Participation User ID and Password.]</i>



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- a. Access website at <https://investor.boardroomlimited.com>.
- b. Click "REGISTER" to sign up as a user.
- c. Complete registration and upload a softcopy of your MyKAD (front and back) (for Malaysian) or Passport (for foreigner) in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

*[Note: The registration for remote access will be opened on **4 April 2023 (Date of Notice of AGM)** and will be closed on **Monday, 1 May 2023 at 2.00 p.m.** [forty-eight (48) hours before the time for holding the 30th AGM.]*

Individual Member

- Login to <https://investor.boardroomlimited.com> using your User ID and Password above.
- Select "**WHB 30TH Virtual AGM**" from the list of Corporate Meetings and click "ENTER".
- Click on "Register for RPEV"
- Read and accept the General terms & conditions by clicking "Next".
- Enter your CDS Account and thereafter submit your request.

Corporate Shareholder, Authorised Nominee, and Exempt Authorised Nominee

- Write into BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of the Corporate Representative's MyKad (Front and Back) (for Malaysian) or Passport (for foreigner) as well as his/her email address.

Via Boardroom Smart Investor Online Portal ("BSIP")

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select "**WHB 30TH Virtual AGM**" from the list of Corporate Meetings and click "ENTER".
- Click on "Submit eProxy Form".
- Select the company you would like to represent (if more than one).
- Proceed to download the file format for "Submission of Proxy Form" from BSIP.
- Prepare the file for the appointment of proxies by inserting the required data.
- Proceed to upload the duly completed proxy appointment file.
- Review and confirm your proxy appointment and click "Submit".
- Download or print the eProxy form as acknowledgement.

*Note: if you wish to appoint more than one (1) company, kindly click the home button and select "**Edit Profile**" in order to add Company name*

Via email

- To submit the request, Authorised Nominee and Exempt Authorised Nominee need to deposit the original hardcopy Form of Proxy to Boardroom and write in to Boardroom at BSR.Helpdesk@boardroomlimited.com by providing softcopy of the Form of Proxy, the name of shareholders and CDS Account Number.
- Please provide a copy of the proxy holder's MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.



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Email notification

- a. You will receive notification(s) from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the General Meeting Record of Depositories as of **25 April 2023** you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. You will also receive your remote access meeting ID, user ID, and password along with the email from Boardroom if your registration is approved.
- d. Please note that the closing time to submit your request is on **Monday, 1 May 2023 at 2.00 p.m.**

On the day of the 30th AGM

Step 3 – Login to Meeting Platform, Participation through Live Streaming and Online Remote Voting

[Please note that the quality of the connectivity to Meeting Platform for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Meeting Platform will be open for login starting an hour (1 hour) before the commencement of AGM at **1.00 p.m. on Wednesday, 3 May 2023**.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Meeting Platform (Refer to Step 2(c) above).
- c. The steps will also guide you on how to view live webcast, pose questions, and vote.
 - If you like to view the live webcast, select the broadcast icon.
 - If you would like to ask a question during the AGM, select the messaging icon. Type your message within the chatbox, once completed click the send button.
 - Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. To vote, simply select your voting direction from the options provided.
- d. The live webcast will end the moment the Chairman announces the closure of the AGM.
- e. You can now logout from Meeting Platform.

Participation through Live Webcast, Question and Voting at the online AGM

The Chairman and the Board will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 30th AGM, as well as financial performance/prospect of the Company.

Individual members may via BSIP at <https://investor.boardroomlimited.com>, and proxies/corporate representatives may via BSR.Helpdesk@boardroomlimited.com (with the full name of the member and CDS Account Number), submit questions prior to the 30th AGM, not later than Monday, 1 May 2023 at 2.00 p.m. The responses to these questions will be shared at the 30th AGM.

Alternatively, shareholders may use the messaging icon (please refer to Step 3(c) above) to ask questions real-time (in the form of typed text) during the online AGM.



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Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 30th AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

Presentation at the online AGM

Shareholders who participate in the online AGM are able to view the Company's presentation or slides via live web streaming.

No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

The quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained.

Enquiry

If you have any enquiries on the above, please contact the following during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):-

Westports Holdings Berhad

Email : pr@westports.com.my

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan

General line : +603 7890 4700
Fax number : +603 7890 4670
Email : BSR.Helpdesk@boardroomlimited.com

Personal Data Privacy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents), and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the shareholder's breach of warranty.