



**PINEHILL PACIFIC BERHAD**  
191701000026 (000222-D)

## **ADMINISTRATIVE GUIDE FOR FULLY VIRTUAL NINETY-NINTH ANNUAL GENERAL MEETING**

In view of the COVID-19 pandemic, Pinehill Pacific Berhad (“the Company”) will conduct its 99<sup>th</sup> AGM on a fully virtual basis by way of live streaming and online remote voting via the Remote Participation and Voting (“RPV”) facilities on Securities Services e-Portal, details as set out below:-

<b>Date</b>	: Wednesday, 1 December 2021
<b>Time</b>	: 10.15 a.m.
<b>Broadcast Venue</b>	: Meeting Room of Securities Services (Holdings) Sdn. Bhd., Level 7, Menara Milenium, Jalan Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur Wilayah Persekutuan
<b>Meeting Platform</b>	: Securities Services e-Portal at <a href="https://sshsb.net.my/">https://sshsb.net.my/</a>

### **1. Virtual Meeting**

The main and only venue of the 99<sup>th</sup> AGM is the Broadcast Venue. **Pursuant to Section 327(2) of the Companies Act 2016 and the Company’s Constitution**, the Chairman of the Meeting is required to be present at the main venue of the 99<sup>th</sup> AGM. Shareholders/proxies/ corporate representatives should not be physically present at the Broadcast Venue on the day of the 99<sup>th</sup> AGM and will be requested to leave the Broadcast Venue.

### **2. Remote Participation and Voting**

Shareholders/proxies/corporate representatives who wish to participate at the 99<sup>th</sup> AGM shall use the RPV facilities to participate and/or vote remotely at the 99<sup>th</sup> AGM. Please refer to **Appendix I** for further details.

Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at the Meeting. Therefore, it is your responsibility to ensure that your 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 your internet connection.

The Company, the Board of Directors and its management, share registrar and other professionals (if any) shall not be held responsible or be liable for any disruption in the internet connection resulting in you being unable to participate and/or vote at the Meeting.

### 3. Appointment of Proxy

If you are unable to attend and participate at the 99<sup>th</sup> AGM via the RPV facilities, you may appoint not more than two (2) proxies to participate and vote on your behalf. You may also appoint the Chairman of the Meeting as your proxy and indicate your voting instructions in the Form of Proxy.

If you wish to participate in the 99<sup>th</sup> AGM yourself, please do not submit any proxy form. A member will not be allowed to participate the 99<sup>th</sup> AGM if his/her proxy/proxies has/have been registered to participate at the 99<sup>th</sup> AGM.

The appointment of proxy may be made in hardcopy form or by electronic means as follows:

#### In Hardcopy Form

The proxy form must be deposited at our Share Registrar, Securities Services (Holdings) Sdn Bhd, Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan not less than forty eight (48) hours before the time appointed for holding the 99<sup>th</sup> AGM i.e. **by Monday, 29 November 2021 at 10.15 a.m.**

#### By Electronic Means

The proxy form shall be electronically lodged via Securities Services e-Portal at <https://sshsb.net.my/> no later than **10.15 a.m.** on **Monday, 29 November 2021**. Please refer to **Appendix I** for further details.

### 4. Entitlement to Participate and Vote

Only shareholders whose names appear on the Register of Members and/or Record of Depositors of the Company as at 22 November 2021 shall be entitled to participate and/or vote at the 99<sup>th</sup> AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

### 5. No Door Gifts/Vouchers

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate at the 99<sup>th</sup> AGM.

The Company would like to thank all shareholders for their kind co-operation and understanding in these challenging times.

### Enquiry

If you have any enquiry relating to Securities Services e-Portal, please contact the following persons during office hours from Monday to Friday from 8.30 a.m. to 12.15 p.m. and 1.15 p.m. to 5.30 p.m. (except public holiday):-

SS E Solutions Sdn Bhd

Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan.

Contact person : Mr. Wong Piang Yoong/ Ms. Lee Pei Yeng/ Ms. Evangeline Yeoh

Telephone No. : 03-2084 9000

Email : [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my)

## APPENDIX I

### WHAT IS Securities Services e-Portal?

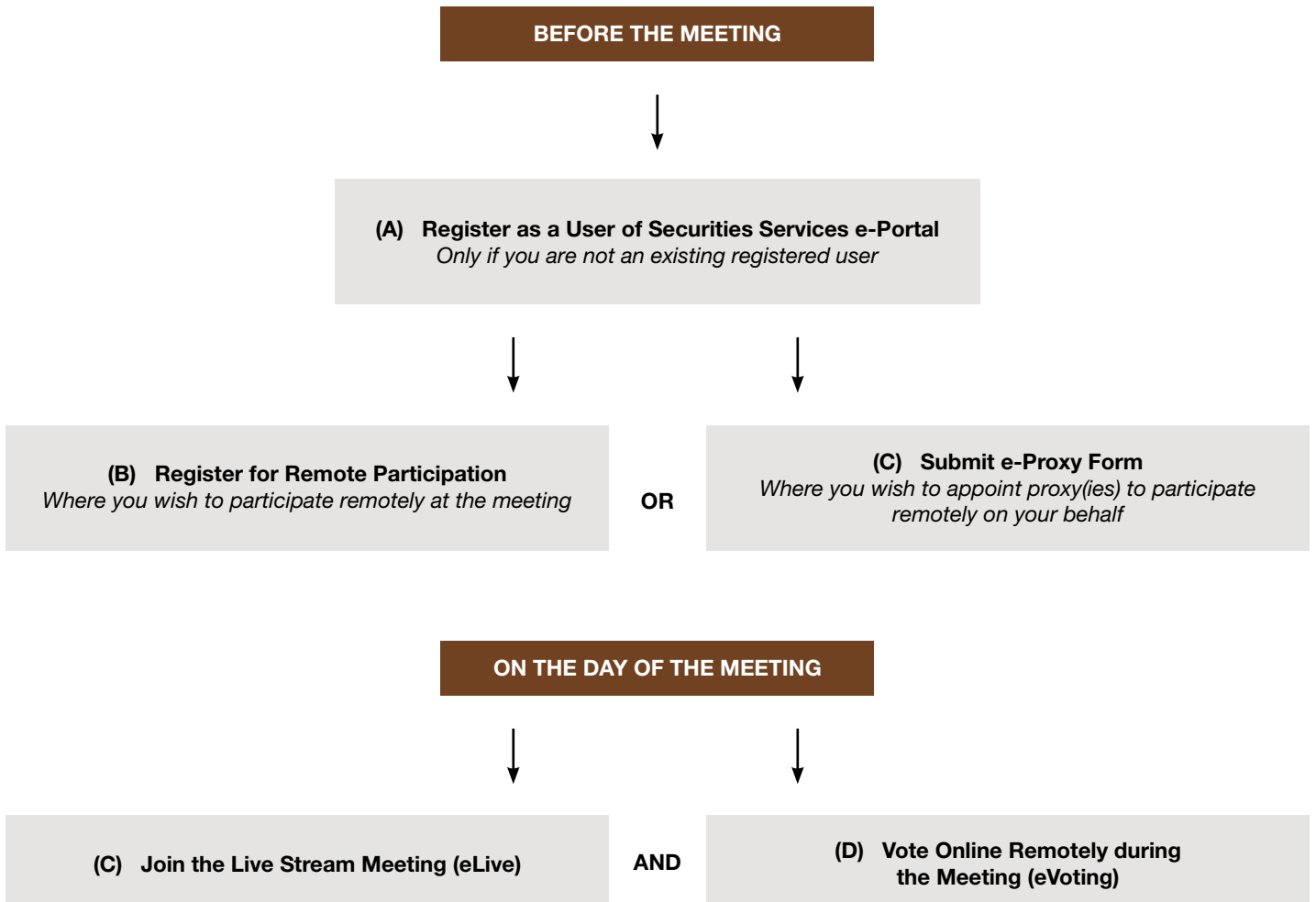
**Securities Services e-Portal** is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to -

- Submit proxy form electronically - paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings (referred to as “e-Services”)

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Pinehill Pacific Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

### REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Ms. Lee Pei Yeng (DID: +603 2084 9169) or Ms. Evangeline Yeoh (DID: +603 2084 9007) or our general line (DID: +603 2084 9000) to request for e-Services Assistance during our office hours, on Monday to Friday from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. Alternatively, you may email us at [eservices@sshshb.com.my](mailto:eservices@sshshb.com.my).



## BEFORE THE MEETING

### (A) Register as a User of Securities Services e-Portal

<p>Step 1 Visit <a href="https://sshsb.net.my/">https://sshsb.net.my/</a></p> <p>Step 2 Register as a user</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in</p>	<ul style="list-style-type: none"> <li>• <b>This is a ONE-TIME registration.</b> If you are already a registered user of Securities <b>Services e-Portal</b>, you need not register again.</li> <li>• Your email address is your User ID.</li> <li>• Please proceed to either (B) or (C) below once you are a registered user.</li> </ul>
---	---

## ALL SHAREHOLDERS MUST REGISTER AS A USER BY 25 NOVEMBER 2021

### (B) Register for Remote Participation

Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Wednesday, 1 December 2021 at 10:15 a.m.	Monday, 29 November 2021 at 10:15 a.m.

- Log in to <https://sshsb.net.my/> with your registered email and password
- Look for **Pinehill Pacific Berhad** under Company Name and **99<sup>th</sup> AGM on 1 December 2021 at 10:15 a.m. - Registration for Remote Participation** under Corporate Exercise / Event and click ">" to register for remote participation at the meeting.

- Step 1 Check if you are attending as -
- Individual shareholder
  - Corporate or authorised representative of a body corporate
- For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.*
- Step 2 Submit your registration.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- Your registration will apply to all the CDS account(s) of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
- As the meeting will be conducted on a fully virtual basis and only the Chairman and other essential individuals will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

**(C) Submit e-Proxy Form**

**Meeting Date and Time**

Wednesday, 1 December 2021 at 10:15 a.m.

**Proxy Form Submission Closing Date and Time**

Monday, 29 November 2021 at 10:15 a.m.

- Log in to <https://sshsb.net.my/> with your registered email and password
- Look for **Pinehill Pacific Berhad** under Company Name and **99<sup>th</sup> AGM on 1 December 2021 at 10:15 a.m. - Submission of Proxy Form** under Corporate Exercise / Event and click ">" to submit your proxy forms online for the meeting by the submission closing date and time above.

- Step 1 Check if you are submitting the proxy form as -
- Individual shareholder
  - Corporate or authorised representative of a body corporate
- For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above .*
- Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).  
**You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.**
- Step 3 Proceed to indicate how your votes are to be casted against each resolution.
- Step 4 Review and confirm your proxy form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **My Records** (refer to the left navigation panel).
- You need to submit your e-Proxy Form for **every CDS account(s)** you have or represent.

**PROXIES**

**All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by 25 NOVEMBER 2021. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY.** Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

## ON THE DAY OF THE MEETING

Log in to <https://sshsb.net.my/> with your registered email and password

### (D) Join the Live Stream Meeting (eLive)

Meeting Date and Time	eLive Access Date and Time
Wednesday, 1 December 2021 at 10:15 a.m.	Wednesday, 1 December 2021 at 09:45 a.m.

- Look for **Pinehill Pacific Berhad** under Company Name and **99<sup>th</sup> AGM on 1 December 2021 at 10:15 a.m. - Live Stream Meeting** under Corporate Exercise / Event and click ">" to join the meeting.

- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/Management/ relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

### (E) Vote Online Remotely during the Meeting (eVoting)

Meeting Date and Time	eVoting Access Date and Time
Wednesday, 1 December 2021 at 10:15 a.m.	Wednesday, 1 December 2021 at 10:15 a.m.

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.  
OR

If are not accessing from the Live Stream Meeting, look for **Pinehill Pacific Berhad** under Company Name and **99<sup>th</sup> AGM on 1 December 2021 at 10:15 a.m. - Remote Voting** under Corporate Exercise / Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the meeting.

Step 1 Cast your votes by clicking on the radio buttons against each resolution.

Step 2 Review your casted votes and confirm and submit the votes.

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate/ authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close when the Chairman announces the closing of all voting at the respective meeting.
- A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).