



**WELLCALL HOLDINGS BERHAD**  
(Registration No. 200501025213 (707346-W))  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE SIXTEENTH ANNUAL GENERAL MEETING (“16TH AGM”)**

Your safety is the top priority of Wellcall Holdings Berhad (“Wellcall”). Due to the rising COVID-19 cases, Wellcall deems it necessary to conduct the AGM virtually through live streaming from the Broadcast Venue to minimise the risk of community spread of the pandemic.

The Securities Commission Malaysia had on 16 July 2021, revised the Guidance Note and Frequently Asked Questions (“FAQs”) on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 (“Guidance Note”) to allow general meetings under National Recovery Plan to be conducted virtually. Pursuant to the Guidance Note and the Frequently Asked Questions on virtual general meetings issued by Suruhanjaya Syarikat Malaysia (“SSM FAQs”), an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia and that an online meeting platform shall be deemed to be in Malaysia if the registered domain name is registered with MYNIC Berhad.

Members and/or proxy(ies) and/or corporate representative(s) and/or attorneys are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 16th AGM via the RPV provided by One Capital Market Services Sdn. Bhd. (“One Capital”) through its website at <http://www.onecapital.com.my>.

Since the 16th AGM will be held virtually, there will be no door gifts or food vouchers for the shareholders or proxies. Your kind understanding during this challenging time is much appreciated.

Please find below, the necessary steps to be undertaken to participate in the AGM virtually :-

### **1. Remote Participating and Voting (“RPV”)**

RPV will facilitate the convening of the meeting virtually, and allow the participants to view a live webcast of the Meeting, raise their questions (if any) to the Board of Directors and submit their votes in real time using the said facility provided by One Capital Market Services Sdn. Bhd. (“One Capital”). Kindly follow the steps below on how to request for login ID and password:-

**Step 1 : Go to the website of One Capital at <http://www.onecapital.com.my> or alternatively email to [info@onecapital.com.my](mailto:info@onecapital.com.my) to submit your request for RPV access**

- (i) Shareholder to visit the website of One Capital at <http://www.onecapital.com.my>, or send an email to [info@onecapital.com.my](mailto:info@onecapital.com.my), to submit the request for RPV access.
- (ii) Once a shareholder has emailed his/her request through [info@onecapital.com.my](mailto:info@onecapital.com.my), or contacted One Capital and provided an email address, a meeting invitation will be sent to the shareholder whose name appears in the Record of Depositors (“ROD”) as at **14 February 2022 (“General Meeting ROD”)**.
- (iii) The shareholder need to click register panel of Webex Event invitation sent by the System Administrator via email.
- (iv) The shareholder will then be guided to provide his/her name, NRIC and CDS account number for registration purposes.
- (v) The shareholder will receive a confirmation of successful registration with the meeting login and password, or a rejection of the registration, if there are errors.

\* *Please note that the closing time to submit your request is at **10.00 a.m. on Saturday, 19 February 2022** (48 hours before the 16th AGM).*

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**Step 2 : Log in to Virtual Meeting**

Please note that the quality of the connectivity to Virtual Meeting for live web cast, 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 participants. Therefore, it is the members’ responsibility to ensure that connectivity for the duration of the meeting is maintained.

- The Virtual Meeting will be opened for log in starting an hour (1 hour) before the commencement of the 16th AGM at 10.00 a.m. on 21 February 2022.
- Follow the steps given to you in the email along with your remote access user ID and password to log in to the Virtual Meeting.
- The steps will also guide you on how to view the live web cast, ask questions and vote.
- The General Meeting ROD shall be used to determine members of the Company entitled to attend the Annual General Meeting or appoint proxies to attend and vote on their behalf at the meeting.
- As the 16th AGM is a fully virtual AGM, members who are unable to participate in our virtual / online 16th AGM can appoint another person or the Chairman of the meeting as his/her proxy to vote on their behalf in accordance with their instruction in the Proxy Form.
- Members who appoint proxies to participate via RPV in the 16th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form to the Company’s Share Registrar, One Capital Market Services Sdn. Bhd. at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr. Ismail, 60000 Kuala Lumpur, Wilayah Persekutuan or fax to **(603) 7732 7997** or email to [info@onecapital.com.my](mailto:info@onecapital.com.my) no later than **Saturday, 19 February 2022 at 10.00 a.m.**
- Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to One Capital not later than **Saturday, 19 February 2022 at 10.00 a.m.**, to participate via RPV in the 16th AGM.
- Attorneys appointed by power of attorney are to deposit their power of attorney with One Capital not later than **Saturday, 19 February 2022 at 10.00 a.m.**, to participate via RPV in the 16th AGM.

**2. Voting Procedure**

- (a) Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements (“MMLR”) of Bursa Malaysia Securities Berhad. The Company has appointed One Capital as Poll Administrator to conduct the poll by way of RPV.
- (b) During the AGM, the Chairman will invite the Poll Administrator to do a briefing on the RPV procedures. 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.
- (c) For the purposes of this 16th AGM, RPV will be carried out via smart mobile phones, tablets or personal computer / laptops.
- (d) The members and proxies can use their personal devices to vote remotely by assessing the link that will be provided via email.
- (e) The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

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 ROD. Any eligible Voting Member who is unable to participate electronically is entitled to appoint another person, or the Chairman of the meeting, to vote in accordance with his/her voting instructions as indicated in the Proxy Form.

**3. Participation Through Live Webcast, Question and Voting Via RPV**

The Chairman and the Board of Directors will endeavour to respond to the questions submitted by Members which are related to the resolutions to be tabled at the 16th AGM. Shareholders are reminded to cast their votes before the poll is closed.

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**4. Presentation at the RPV (recording or photography not allowed)**

Members who participate at the Virtual 16th AGM are able to view the Company’s presentation, or slides, via the live web-streaming, if any. However, unauthorised recording and photography of the proceedings of the 16th AGM are strictly prohibited.

**5. Communication Guidance**

Shareholders are also reminded to check the Company’s website and announcements for any latest development regarding the 16th AGM.

**6. Request for a Hardcopy of Documents**

We are now able to communicate with you electronically following amendments to the MMLR of Bursa Malaysia Securities Berhad. Join us in our commitment to promote sustainable practices by viewing and/ or downloading these documents on our website at <https://www.wellcallholdings.com> OR alternatively, you may scan the QR code below using your smartphone/ tablet to access the documents.

- Wellcall Holdings Berhad Annual Report 2021
- Notice of the 16th AGM and Form of Proxy
- Corporate Governance Report 2021
- Circular on Proposed Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature



Should you require further assistance in locating the Annual Report softcopy on our website, kindly contact **Haresha binti Mohd Firdauz** or **Nur Atiqah binti Mohd Arif** of One Capital.

In an effort to reduce paper consumption, we urge shareholders to refer to the softcopy version of the Annual Report. However, if you do require a printed copy, you may directly request for a printed copy from **Haresha binti Mohd Firdauz** or **Nur Atiqah binti Mohd Arif** of One Capital whose contact details are listed below.

Phone : (603) 7735 5770 Ext 5769 / 5786  
Fax : (603) 7732 7997  
Email : [Haresha.Firdauz@onecapital.com.my](mailto:Haresha.Firdauz@onecapital.com.my) / [Atiqah.Arif@onecapital.com.my](mailto:Atiqah.Arif@onecapital.com.my)  
Website : [www.onecapital.com.my](http://www.onecapital.com.my)

A hardcopy of the report will be sent to you by mail upon receipt of your request.

**ENQUIRY**

If you have any enquiries regarding the above, please email to [agm2022@wellcall.com.my](mailto:agm2022@wellcall.com.my).