



MELATI EHSAN HOLDINGS BERHAD
[Registration No. 200401034784 (673293-X)]
(the “Company” or “MEHB”)

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE EXTRAORDINARY GENERAL MEETING (“EGM”)
TO BE HELD VIA AN ONLINE PLATFORM**

DATE: Thursday, 28 December 2023	TIME: 10.00 a.m.	BROADCAST VENUE: Unit No. EL-11-01, Amcorp Business Suite, Menara Melawangi, Pusat Perdagangan Amcorp, No. 18, Jalan Persiaran Barat, 46050 Petaling Jaya, Selangor
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Circular to Shareholder

1. MEHB is supportive of the “Go Green and Save Environment” movement, hence there will be no distribution of physical copies / CD-ROM of the Circular to Shareholders.

The Circular to Shareholders is available at our website www.melatiehsan.com.my or at Bursa Malaysia Securities Berhad’s website www.bursamalaysia.com.

General Meeting Record of Depositors

2. In respect of deposited securities, only members whose names appear on the Record of Depositors on 22 December 2023 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the meeting or appoint proxy(ies) to attend and/or vote on his(her) behalf.

Proxy

3. A member entitled to participate and vote remotely at the EGM using the Virtual Meeting Facilities is entitled to appoint proxy(ies), to participate and vote instead of him/her. If you are unable to attend the meeting and wish to appoint proxy(ies) to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
4. Alternatively, if a shareholder is unable to attend the EGM via Virtual Meeting Facilities on 28 December 2023, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
5. The instrument appointing proxy(ies) must be deposited at the Registered Office of the Company at No. 5, Jalan Titiwangsa, 53200 Kuala Lumpur, Malaysia not less than twenty-four (24) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, not later than **Wednesday, 27 December 2023 at 10.00 a.m.** The appointed proxy(ies) must register themselves via the **Registration Link at item 11(a) below.**
6. For the **appointed Corporate Representatives representing the Corporate Shareholders**, please register yourself via the **Registration Link at item 11(a) below** and to provide the following documents to Registered Office of the Company at No. 5, Jalan Titiwangsa, 53200 Kuala Lumpur, Malaysia, not later than **Wednesday, 27 December 2023 at 10.00 a.m.:**
 - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
 - (b) Corporate Representative’s e-mail address and mobile number.



7. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facilities at the EGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the EGM via the Virtual Meeting Facilities, please submit the duly executed Proxy Form to the Registered Office of the Company at No. 5, Jalan Titiwangsa, 53200 Kuala Lumpur, Malaysia, not later than **Wednesday, 27 December 2023 at 10.00 a.m.** and **register yourself via the Registration Link at item 11(a) below.**

Poll Voting

8. The voting at the EGM will be conducted by poll in accordance with the Company's Constitution. The Company has appointed Synergy Professionals Group Sdn Bhd as Poll Administrator to conduct the poll by way of online voting and USearch Management Services as Scrutineers to verify the poll results.
9. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the EGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The Online Voting link will be displayed in the Chat Box upon the commencement of the meeting. The QR Code for the Online Voting will also display on the screen upon the commencement of the voting session. Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Virtual Meeting Facilities

10. We would like to invite the Shareholders to participate and vote remotely at the EGM using the Virtual Meeting Facilities. Please refer to item 11(a) below on the **registration link.**
11. Please follow the following steps to be taken for participating and voting via the Virtual Meeting facilities:

BEFORE THE EGM DAY		
(a)	REGISTRATION	<ul style="list-style-type: none"> Please click on the following link or scan the QR code to register yourself as Shareholder/Proxy/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose. <p>Registration Link: https://rb.gy/8dygeh</p> 
(b)	CONFIRMATION ATTENDANCE	<ul style="list-style-type: none"> Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> You may submit any questions online by scanning the QR Code below or via https://rb.gy/ysm7fz and to submit your questions accordingly: 

ON THE EGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> Click on the participation link which was provided to you via e-mail. Sharing of participation is strictly prohibited. If you have any questions to be raised during the meeting, you may submit by using the Q&A box. The Chairman/Board will address the questions submitted prior or during the EGM accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The Online Voting link will be displayed in the Chat Box upon the commencement of the meeting. The QR Code will be displayed upon the declaration of poll voting by the Chairman. Voting shall commence upon the declaration of poll voting by the Chairman until a time when the Chairman announces the closing of the voting session at the EGM venue.
(f)	CLOSURE	<ul style="list-style-type: none"> The EGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

Enquiry

12. If you have any enquiry or require any assistance before or during the EGM, please contact the following during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):-

SYNERGY PROFESSIONALS GROUP SDN BHD

Registration No. 202301003202 (1497121-V)

Unit No. EL-11-01, Amcorp Business Suite,
Menara Melawangi, Pusat Perdagangan Amcorp,
No. 18, Jalan Persiaran Barat,
46050 Petaling Jaya
Selangor Darul Ehsan

Mobile/WhatsApp: 017-622 9303

Email: synergyprofgroup@gmail.com

Contact Person: SPG Virtual Meeting Administrator