

ADMINISTRATIVE DETAILS OF THE 18TH ANNUAL GENERAL MEETING (“18TH AGM”)

Date & Time	:	Monday, 27 March 2023 at 10:30 a.m.
Meeting Platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC D6A357657)
Mode of Communication	:	<ol style="list-style-type: none"> 1. Type text in the meeting platform. The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e., one (1) hour before the AGM, which is from 9:30 a.m. on Monday, 27 March 2023. 2. Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2022 commencing from 27 February 2023 and in any event no later than 10:30 a.m., Friday, 24 March 2023 via Boardroom Smart Investor Portal (“BSIP”) at https://investor.boardroomlimited.com using the same user ID and password provided in Note D - Step 2 below, and select “SUBMIT QUESTION” to pose questions (“Pre-AGM Meeting Questions”).

A. FULLY VIRTUAL MEETING

1. The 18th AGM of the Company will be conducted on a **fully virtual basis through Remote Participation and Electronic Voting (“RPEV”) facilities** provided by Boardroom Share Registrars Sdn. Bhd.
2. The conduct of a fully virtual AGM is also in line with the revised Guidance Note and Frequently Asked Questions (“the Revised Guidance Note and FAQ”) by the Securities Commission Malaysia on 7 April 2022. The Revised Guidance Note and FAQ states that in a fully virtual general meeting, all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online. According to the Revised Guidance Note and FAQ, 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.

With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate in (and pose questions to the Board and Management) and vote online during the AGM, safely from your home or from any locations.

3. Kindly ensure the stability of your internet connectivity throughout the AGM is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of your internet connection.

B. GENERAL MEETING RECORDS OF DEPOSITOR

1. Only shareholders whose names appear in the General Meeting Record of Depositors as at 20 March 2023 shall be entitled to attend, speak and vote at the 18th AGM of the Company or appoint proxy(ies) on his/her behalf.

C. REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Shareholders are encouraged to go online, participate, and vote at the 18th AGM via remote participation. Please follow the steps listed in Note D below on how to request for login ID and password.
2. Please note that this option is available to (i) individual members; (ii) corporate shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.

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D. ONLINE REGISTRATION PROCEDURE

1. If you choose to participate in the meeting online, you will be able to view a live webcast of the Meeting, ask the board questions and submit your votes in real time whilst the meeting is in progress.
2. Kindy follow the steps below on how to request for a login ID and password.

Step 1 – Register Online with BSIP (for first time registration only)

[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.]

- a. Access website <https://investor.boardroomlimited.com>.
- b. Click <<**Register**>> to sign up as a user.
- c. Please select the correct account type i.e. sign up as “**Shareholder**” or “**Corporate Holder**”
- d. Complete registration with all required information. Upload a softcopy of your or representative’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format (as the case maybe).
- e. For corporate holder, kindly attach the authorization letter as well. Click “**Sign Up**”.
- f. You will receive an e-mail from the BSIP for e-mail address verification. Click “**Verify E-mail Address**” to proceed with the registration.
- g. Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click “**Request OTP Code**” and an OTP code will be sent to the registered mobile number. Click “**Enter**” to enter the OTP code to complete the process.
- h. An e-mail will be sent to you within 1 business day informing you on the approval of your BSIP account. You can login to the BSIP at <https://investor.boardroomlimited.com> with the e-mail address and password that you have provided during the registration to proceed with the next step.

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

[Note: The registration for remote access will be opened on 27 February 2023.]

For Shareholders

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**VISDYNAMICS HOLDINGS BERHAD EIGHTEENTH (18th) ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.

To attend the virtual AGM remotely

- Click on “**Register for RPEV**”.
- Read and agree to the terms & conditions and enter your CDS account no. to submit your request.

To appoint proxy

- Click on “**Submit eProxy Form**”.
- Select the company you would like to represent (*if more than one, for Corporate Shareholder*).
- Enter your CDS Account Number and number of securities held.
- Select your proxy - either the Chairman of the meeting or individual named proxy(ies)
- Read and accept the General Terms and Conditions by clicking “**Next**”.
- Enter the required particulars of your proxy(ies).

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- Indicate your voting instructions - "**FOR**" or "**AGAINST**", otherwise your proxy will decide your vote.
- Click "**Apply**"
- Download or print the eProxy form as acknowledgement

Note for Corporate Shareholders: 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

Authorised Nominee and Exempt Authorised Nominee

Via BSIP

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select "**VISDYNAMICS HOLDINGS BERHAD EIGHTEENTH (18th) ANNUAL GENERAL MEETING**" 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
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Via email

Write in to 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 (as the case maybe) to submit the request. Please provide a copy of Corporate Representative's or Proxy's MyKad (Front and Back) or Passport in JPEG, PNG, PDF format as well as his/her email address.

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

- (a) You will receive a notification from Boardroom that your request has been received and is being verified.
- (b) Upon system verification against the AGM's Record of Depositors, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (c) You will also receive your remote access 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 at 10:30 a.m. on 25 March 2023 (48 hours before the commencement of the 18TH AGM).

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal 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 users.]

- a. The Virtual Meeting portal will be opened for login starting at 9:30 a.m. on 27 March 2023, one (1) hour before the commencement of the 18TH AGM.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2 (c) above)
- c. The steps will also guide you how to view live web cast, ask questions and vote.

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- d. The live webcast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the 18TH AGM.
- e. Thereafter, you can logout from Virtual Meeting Portal.

E. APPOINTMENT OF PROXY

1. A Shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the 18TH AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.
2. You may download the Form of Proxy from the Company’s website at <http://vis-dynamics.com/eng/index.php/investor-relations/agm-egm-2023>.
3. The Form of Proxy must be deposited at the office of the Share Registrars at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through BSIP at <https://investor.boardroomlimited.com> which is free and available to all individual shareholders (in accordance with the step below) not less than forty-eight (48) hours before the time appointed for holding of the Meeting or at any adjournment thereof. For further information, kindly refer to **Note D Online Registration Procedure** above.
4. If you wish to participate in the Meeting yourself, please do not submit any Form of Proxy for the Meeting. **You will not be allowed to participate in the Meeting together with a proxy appointed by you.**
5. If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the Meeting by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) forty-eight (48) hours before the Meeting. Your proxy(ies) on revocation would not be allowed to participate in the Meeting. In such an event, you should advise your proxy(ies) accordingly.

F. PROCEDURE OF THE 18TH AGM

1. The Login User Guide for participation, posing questions and voting at the 18TH AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed without the prior written permission of the Company.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the 18TH AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

G. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTION AT THE 18TH AGM

1. The participants will be able to view the Company’s presentation or slides via the live webcast.
2. The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 18TH AGM, as well as the financial performance/prospects of the Company, to the extent that time permits. In the

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event the Board is unable to respond to your questions during the 18TH AGM, you may email your questions to chek.hk@vis-dynamics.com after the Meeting.

H. VOTING PROCEDURE AT THE 18TH AGM

1. The voting will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting (e-Voting). The Company has also appointed TMF Global Services (Malaysia) Sdn. Bhd. as scrutineers to verify the poll results.
2. During the Meeting, 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 the 18TH AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.
4. There are 2 methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:
 - Use QR Scanner Code given to you in the email; OR
 - Go to the website with URL <https://meeting.boardroomlimited.my> .
5. You may proceed to cast your vote on each of the proposed resolutions to be tabled at the 18TH AGM as soon as the Chairman calls for the poll to be opened and until such time as the Chairman announces the closure of the poll.
6. The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. Scrutineers will announce the results thereafter, and the Chairman will declare whether the resolutions put to the vote were successfully carried or not.

I. VOUCHERS / GIFTS

No vouchers or gifts will be given to the participants of the 18TH AGM.

J. ANNUAL REPORT AND/OR SHARE BUY-BACK STATEMENT

The Annual Report 2022 and the Share Buy-Back Statement are available on Bursa Malaysia's website at www.bursamalaysia.com under company announcements of VisDynamics Holdings Berhad as well as the Company's website at <http://vis-dynamics.com/eng/index.php/investor-relations/aggm-egm-2023>.

K. ENQUIRY

Should you have any enquiry prior to the Meeting or if you wish to request for technical assistance to participate the Meeting, please contact Boardroom during office hours:-

Help Desk
Boardroom Share Registrars Sdn. Bhd.
Tel: +603 7890 4700
Fax: +603 7890 4670
Email: bsr.helpdesk@boardroomlimited.com