



## CEKD BERHAD

Registration No.: 201801023077 (1285096-M)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE 5<sup>TH</sup> ANNUAL GENERAL MEETING

Date : Wednesday, 22 February 2023  
Time : 10.00 a.m.  
Online Meeting Platform : <https://www.binamanagement.com.my> provided by Bina Management (M) Sdn Bhd in Malaysia (Domain registration number D1A401787)

#### **Mode of Meeting**

The 5<sup>th</sup> Annual General Meeting (“AGM”) will be conducted fully virtual through livestreaming and online remote participation via remote participation and voting facilities (“RPV Facilities”) provided by Bina Management (M) Sdn Bhd via its portal at <https://www.binamanagement.com.my>.

According to the Revised Guidance Note and FAQs issued by Securities Commission Malaysia, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 provided that the online platform is located in Malaysia.

#### **RPV Facilities**

1. The RPV Facilities, using the Zoom Cloud Meetings App, will enable you to exercise your rights as a Shareholder of the Company to participate in (including to pose questions to the Board) and vote at the AGM.
2. Shareholders/Proxies/Corporate Representatives are strongly advised to participate and vote remotely at the AGM using the RPV Facilities which can be accessed via Bina Management (M) Sdn Bhd’s (“BINA”) website at <https://www.binamanagement.com.my> (“BINA Portal”).
3. Proxies and Corporate Representatives who wish to use the RPV Facilities must ensure that the duly executed Forms of Proxy (for Proxies) or Certificates of Appointment (for Corporate Representatives) are submitted to the Company **not later than 20 February 2023 at 10.00 a.m.**

#### **Procedure for RPV**

4. Shareholders/Proxies/Corporate Representatives are to read and follow these procedures to use the RPV Facilities:-

PROCEDURES BEFORE THE AGM	ACTIONS
(i) Register as a User	<ul style="list-style-type: none"><li>• Access the BINA Portal at <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a></li><li>• Click &lt;&lt;Login/Register&gt;&gt; followed by &lt;&lt;Register New User&gt;&gt; to register as a new user.</li><li>• Complete the registration by filling up the information required and uploading a clear copy of your MyKAD (both sides) or the identity information page of your Passport.</li><li>• Read and agree to the terms and conditions, and thereafter submit your registration.</li><li>• Please enter a valid email address in order for you to receive the verification email from the BINA Portal.</li><li>• Your registration will be verified and approved by the BINA Portal. Once approved, an email notification will be sent to you.</li><li>• If you are already a user of the BINA Portal, you are not required to register again. Please use the same email and password to log in.</li></ul>

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<b>PROCEDURES FOR AGM DAY (22/02/2023)</b>	<b>ACTIONS</b>
(ii) Log in to BINA Portal at <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a>	<ul style="list-style-type: none"> <li>Log in with your user ID and password at any time from 9.30 a.m., i.e. 30 minutes before the commencement of the AGM.</li> <li>If you have forgotten your password, you can reset it by clicking on &lt;&lt;<b>Forgot Password</b>&gt;&gt;.</li> </ul>
(iii) Participate through Livestreaming	<ul style="list-style-type: none"> <li>Select &lt;&lt;<b>Virtual Meeting</b>&gt;&gt; under Main Menu.</li> <li>Click &lt;&lt;<b>Join Meeting</b>&gt;&gt; to join the AGM livestream.</li> <li>If you have any questions during the AGM, please submit them using the Q&amp;A platform. The Chairman of the AGM, Board members and the Management will respond to all relevant questions. If time is insufficient, their responses will be responded to the respective shareholders via email accordingly.</li> <li>If you are using your smartphone to participate, please download the Zoom Cloud Meetings app from Google Play Store or Apple App Store before the AGM.</li> <li>Please take note that the quality of the livestream is dependent on the bandwidth and stability of your Internet connection.</li> </ul>
(iv) Online Remote Voting	<ul style="list-style-type: none"> <li>Please select the &lt;&lt;<b>Voting</b>&gt;&gt; option next to &lt;&lt;<b>Join Meeting</b>&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li> <li>The voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li> <li>Please cast and submit your votes on the resolutions as they appear on screen. Once submitted, votes are final and cannot be changed.</li> <li>You can download the acknowledgement of your voting after you have submitted the votes.</li> </ul>
(v) End of the RPV Facilities	<ul style="list-style-type: none"> <li>The RPV Facilities will end and the Q&amp;A platform will be disabled once the Chairman announces the closure of the AGM.</li> </ul>

**Notes:**

- (a) *Should your registration to join the AGM be approved, we will make available to you the rights to join the livestreamed AGM and to vote remotely using the RPV Facilities. Your login to the BINA Portal on the day of the AGM will indicate your presence at the meeting.*
- (b) *If you encounter any issue with your registration, please call +6010-5265490 or e-mail [binawin@binamg168.com](mailto:binawin@binamg168.com) for assistance.*

**Entitlement to participate and vote based on the Record of Depositors (“ROD”)**

5. Only a depositor/shareholder whose name appears on the ROD as at 15 February 2023 shall be entitled to attend the AGM or appoint proxies to attend and/or vote on his/her behalf. A shareholder will not be allowed to participate at the meeting if his/her proxy(ies) has/have been registered to participate in the meeting.

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### **Appointment of Proxy / Corporate Representative**

6. Shareholders can appoint the Chairman of the Meeting as Proxy to attend and vote on their behalf at the AGM. Shareholders may submit their Forms of Proxy with predetermined voting instructions for the Chairman to vote on their behalf.
7. The duly executed Forms of Proxy or the Certificate of Appointment of Corporate Representative shall be deposited with the Share Registrar via hardcopy or by electronic means in the following manner **not later than 20 February 2023 at 10.00 a.m.** :-

(i) *In Hardcopy Form*

*The Form of Proxy shall be deposited at the Share Registrar's office at **Bina Management (M) Sdn Bhd of Lot 10, The Highway Centre, Jalan 51/205, 46050 Petaling Jaya, Selangor.***

OR

(ii) *By Electronic Means*

*The Form of Proxy shall be electronically submitted via email at the Share Registrar's email address at **binawin@binamq168.com** or via **BINA Portal** at **https://www.binamanagement.com.my***

### **Poll Voting**

8. The voting at the AGM 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 Bina Management (M) Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facilities, and Symphony Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
9. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to Item 4(iv) above in the "Procedures for AGM Day" table for the online remote voting procedures using the RPV Facilities.
10. Upon completion of the voting session, the poll results will be verified by the Scrutineers before declaration by the Chairman.

### **Revocation of Proxy**

11. If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the AGM by yourself, please write in to Bina Management (M) Sdn Bhd to revoke the earlier appointed proxy not later than **20 February 2023 at 10.00 a.m.**

### **No Recording or Photography**

12. Unauthorised audio and video recordings and photography of the proceedings of the AGM are strictly prohibited.

### **Door Gifts/Food Vouchers**

13. **NO** door gifts or food vouchers will be distributed to Shareholders/Proxies/Corporate Representatives for participating in the AGM.

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### **Mode of Communication**

14. (a) Shareholders may submit questions to the Board of Directors prior to the AGM via the Q&A platform on the BINA Portal not later than **22 February 2023 at 9.30 a.m.** Please log in with your user ID and password at BINA Portal and click “Q&A” button under “My Virtual Meeting”.
- (b) Shareholders may use the Q&A platform in the RPV Facilities to submit questions in typed texts during the AGM. If time is insufficient, their responses will be responded to the respective shareholders via email accordingly.
- (c) If you encounter any issue with the RPV Facilities, please call +6010-526 5490 or e-mail [binawin@binamg168.com](mailto:binawin@binamg168.com) for assistance.

### **Enquiry**

If you have any enquiries on the above, please contact our Share Registrar, during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays): -

#### **Bina Management (M) Sdn Bhd**

General Line : +603-7784 3922  
Fax Number : +603-7784 1988  
Email : [binawin@binamg168.com](mailto:binawin@binamg168.com)  
Contact person : Cik Nor Syahirah Binti Kamal Ibrahim