



JADE MARVEL
GROUP BHD

JADE MARVEL GROUP BERHAD
Registration No.: 200201024617 (592280-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE
EXTRAORDINARY GENERAL MEETING OF JADE MARVEL GROUP BERHAD

Time : **Thursday, 21 April 2022**

Date : **10:00 a.m.**

Online Meeting Platform : **ARB WeMeet website at <https://member.arbwemeet.com>.
(Domain Registration number with MYNIC: DIA457700)
Operated by ARB WeMeetSdnBhd at the main venue at No. 17-02, Q Sentral, 2A, Jalan Stesen Sentral 2, KL Sentral 50470, Kuala Lumpur**

MODE OF MEETING

As part of the measures taken by Jade Marvel Group Berhad ("**JMG**" or "**Company**") to curb the spread of COVID-19 and taking into consideration the paramount safety and well-being of the members of the Company, the Extraordinary General Meeting ("**EGM**") of the Company will be held as a fully virtual meeting via live streaming and online remote voting via ARB WeMeet at its website at <https://member.arbwemeet.com>. An online meeting platform used to conduct the meeting can be recognised as the meeting venue or place as required under Section 327(2) of the Companies Act 2016, provided that the online platform located in Malaysia. Pursuant to the Securities Commission Malaysia Guidance, all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are to participate in the meeting online.

The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

Members and/or proxy(ies) and/or corporate representative(s) and/or attorney(s) **WILL NOT BE ALLOWED** to be physically present at the main venue on the day of the EGM. Members are instead invited and encouraged to participate in the upcoming virtual EGM from the comfort of your home or office.

REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Members are to attend, speak (including posing questions to the Board of Directors of the Company ("**Board**") via real time submission of typed texts) and vote (collectively, "**participate**") remotely at the EGM using RPV provided by ARB WeMeet via its website at <https://member.arbwemeet.com>.

Members who appoint proxies to participate via RPV in the EGM must ensure that the duly executed form of proxy are deposited in a hard copy form at the Registered Office of the Company at 39 Irving Road, 10400 Georgetown, Pulau Pinang, Malaysia not later than **Tuesday, 19 April 2022, at 10:00 a.m.**

Authorised representatives of corporate members must deposit their original or duly certified certificate of appointment of authorised representative at the Registered Office of the Company not later than **Tuesday, 19 April 2022, at 10:00 a.m.** to participate via RPV in the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at the Registered Office of the Company not later than **Tuesday, 19 April 2022, at 10:00 a.m.** to participate via RPV in the EGM.

Note: -

As the EGM of JMG is a fully virtual meeting, members who are unable to participate in this EGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

PROCEDURES FOR PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below: -

	Procedure	Action
BEFORE THE EGM DAY		
(a)	Shareholders to Register with ARB WeMeet	<ul style="list-style-type: none"> • Access website at https://member.arbwemeet.com • Select "Sign Up" to sign up as user • Read and indicate your acceptance of the 'Privacy Policy' and 'Terms & Conditions' by clicking on a small box <input type="checkbox"/>. Then select "Next". • Fill-in your details – <ul style="list-style-type: none"> (i) ensure your email address is valid (ii) create your own password (iii) add the CDS account then click "OK" • Registration as user completed • An email notification will be sent to you. • Click the link in the email to verify account. <p><u>Notes:</u></p> <ul style="list-style-type: none"> • If you have signed up / registered as a user, you are not required to register again. • In order to be able to view the event, shareholders must add the related CDS in the profile (From the sign up or in the own profile).
(b)	Submit Form of Proxy (hard copy) <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	<ul style="list-style-type: none"> • The hard copy Form of Proxy must be deposited at the Registered Office of the Company at 39 Irving Road, 10400 Georgetown, Pulau Pinang, Malaysia not less than 48 hours before the time appointed for holding the EGM or at any adjournment. a. Fill-in the details on the hard copy Form of Proxy by providing the following information: <ul style="list-style-type: none"> • Proxy(ies) and Corporate Representative <ul style="list-style-type: none"> ○ Name ○ Number of MyKAD for Malaysian or passport for non-Malaysian ○ Address, contact number and valid email address b. Corporate Representative only <ul style="list-style-type: none"> ➤ deposit the hard copy of Form of Proxy together with the following document to the Registered Office of the Company. <ul style="list-style-type: none"> • Original / duly certified Certificate of Appointment as corporate representative • Photocopy of MyKAD / Passport of Corporate Representative c. Individual Shareholders authorised nominee and exempt authorised nominee <ul style="list-style-type: none"> ➤ deposit the hard copy Form of Proxy to the Registered Office of the Company d. Submitted Form of Proxy will be verified

	Procedure	Action
		<p>e. After verification, proxy(ies) and corporate representative will receive email notification.</p> <p>f. Please refer to the steps stated in the email notification given to participants for their participations in the meeting.</p> <p>g. Please click the “WeMeet” button in the notification email and you will be directed to the login page at http://member.arbwemeet.com.</p> <p>h. You may login with your email and you will be prompted to change password</p>
ON THE DAY OF EGM		
(c)	Login to ARB WeMeet	<ul style="list-style-type: none"> Log in to https://member.arbwemeet.com with your registered email address and password for remote participation at the EGM at any time from 9.00 a.m. on Thursday, 21 April 2022 as the online platform will be opened one (1) hour prior the commencement of the EGM for log in.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> When you are logged in, select the general meeting event you are attending. Click on the live streaming link to view the live streaming.
(e)	Ask Question (real-time)	<ul style="list-style-type: none"> Select “Ask Question” button to pose a question. Type in your question and select “Submit”. <p><u>Note:</u> The Chairman of the EGM / Board of Directors will endeavour to respond to questions submitted by remote participations during the EGM. If there is time constraint, the responses will be e-mailed to you earliest possible, after the meeting.</p>
(f)	Online Remote Voting	<ul style="list-style-type: none"> On the main page, scroll down and select “Select CDS Account & Vote Now”. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “Next” to continue voting for all resolutions. After you have completed voting, a Voting Summary appears to show all the resolutions with your voting choices. Select “Finish Voting” to submit your vote. <p><u>Note:</u> Once you have confirmed and submitted your votes, you are able to change your voting choices in “View My Vote” before the event ends.</p>
(g)	View Voting Results	<ul style="list-style-type: none"> On the event details page, scroll down and select “View My Vote”.
(h)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman of the meeting on the closure of the EGM, the live streaming will end. You may log out from https://member.arbwemeet.com

NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the EGM as the meeting is conducted on a fully virtual basis.

We would like to thank our members for your kind cooperation and understanding during these challenging times.

GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

Only a depositor whose name appears on the ROD as at **12 April 2022** shall be entitled to attend, speak and vote at the EGM or appoint proxies to attend and/or vote on his/her behalf.

POLL VOTING

- The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Members can proceed to vote on the resolutions at any time from the commencement of the EGM on **Thursday, 21 April 2022, at 10:00 a.m.** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the note above, "Procedures for Participate in RPV facilities" for guidance on how to vote remotely from the ARB WeMeet website at <http://member.arbwemeet.com>.
- Upon completion of the voting session for the EGM, the Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

ENQUIRY

- a. If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays): -

Aldpro Corporate Services Sdn Bhd

General Line : +603-7890 0638
Fax Number : +603-7890 1032
Email : admin@aldpro.com.my

- b. For enquiries relating to Cloud Meeting Platform or issues encountered during the registration, log in, connecting to the live streaming and online voting facilities, please contact ARB WeMeet helpdesk during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays) as follows: -

General Line : +603-2276 1143
Email : supportsales@arbberhad.com