



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

## **ADMINISTRATIVE GUIDE EXTRAORDINARY GENERAL MEETING OF JADE MARVEL GROUP BERHAD**

Meeting Day and Date	: Wednesday, 7 September 2022
Time	: 11.00 a.m., or immediately after the conclusion or adjournment (as the case maybe) of the Twentieth Annual General Meeting of the Company which will be held at the same venue and on the same day at 10.00 a.m., whichever is the later
Broadcast Venue	: will be conducted on a fully virtual basis through live streaming and online remote voting via the remote participation and voting (RPV) facilities hosted on the VirtualeAGM e-portal at <a href="http://www.vpoll.com.my">www.vpoll.com.my</a> (Domain Registration No. D1A457149) provided by AI Smartual Learning Sdn. Bhd.
Meeting Platform	: <a href="http://www.vpoll.com.my">www.vpoll.com.my</a>

### **1. Virtual Meeting**

- 1.1 As a precautionary measure amid the Coronavirus Disease pandemic and having regard to the well-being of the safety of the Company's shareholders, employees and Directors, the Board of Directors ("the Board") and Management have decided that the meeting will be conducted entirely virtual through live streaming and online remote voting via Remote Participation and Voting ("RPV") facilities.
- 1.2 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at our virtual Meeting. 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 webcast is dependent on the bandwidth and stability of the internet connection of the participants. The Company, the Board and its management, registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the Meeting.

### **2. Entitlement to Participate and Vote**

- 2.1 Only depositors whose names appear on the Record of Depositors as at **29 August 2022** shall be entitled to participate and/or vote at the meeting or appoint proxy(ies) / corporate representative(s) to participate and/or vote on his/her behalf by returning the duly executed Form(s) of Proxy.

### **3. Appointment of Proxy**

- 3.1 If you are unable to attend and participate at the meeting via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

3.2 The instrument appointing a proxy and the power of attorney or other authority i.e. the corporate representatives / authorised nominees or exempt authorised nominees who wishes to attend and participate at the meeting via RPV facilities, please ensure the duly executed original Form(s) of Proxy or the original / duly certified Certificate(s) of Appointment of its corporate / authorised representative / power of attorney / letter of authority or other documents proving authority must be deposited to Registered Office of the Company at 39 Irving Road, 10400 Georgetown, Pulau Pinang, Malaysia or email to [admin@aldpro.com.my](mailto:admin@aldpro.com.my) at least 48 hours before the time appointed for holding the meeting i.e. not later than **Monday, 5 September 2022 at 11.00 a.m.**

3.3 All appointed proxy need not register for remote participation on VirtualeAGM e-Portal. Upon processing of your Form(s) of Proxy, we will grant your proxy access to remote participation at the Meeting to which he/she is appointed for instead of you, with the login credentials.

#### **4. Submission of Questions**

4.1 Members and proxies may submit their questions via the real time submission of typed texts through a text box within VirtualeAGM e-Portal at [www.vpoll.com.my](http://www.vpoll.com.my) during the live streaming of the AGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/Board/ relevant adviser during the meeting.

#### **5. Voting Procedure**

5.1 Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the Meeting will be conducted by poll.

5.2 For the purpose of the Meeting, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops.

5.3 The polling will commence from the scheduled starting time of the Meeting and close ten (10) minutes after the Chairman announces the final ten (10) minutes for voting towards the end of the Meeting after the question-and-answer session.

5.4 The Independent Scrutineer will verify the poll results reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

#### **6. Remote Participation and Voting (“RPV”)**

6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the meeting [(ii) to (iv) through their authorised representatives].

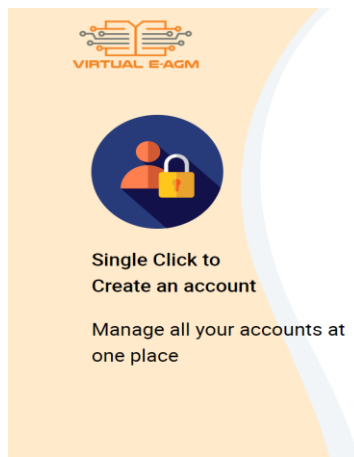
6.2 If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, pose questions and/ or submit your votes in real time whilst the Meeting is in progress.

6.3 Kindly follow the steps as set out in **Appendix I** to register for RPV.

## VIRTUALE-AGM USER GUIDE

**STEP 1:** Please go to url [www.vpoll.com.my](http://www.vpoll.com.my) to go to the Login Page as shown below to

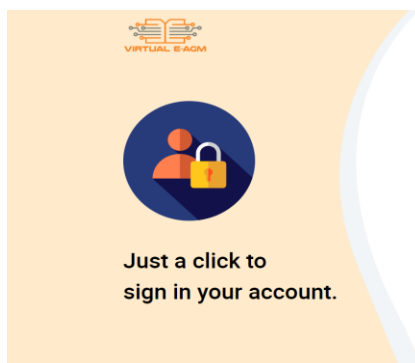
### a. Sign up



### Sign Up

Full Name as per IC / Passport  
 Email Address  
 Phone Number   
 NRIC NO. or Passport No.   
 Password  Confirm Password  
\*\* (Minimum 6 characters) \*\* (Minimum 6 characters)  
   
  
ALREADY HAVE AN ACCOUNT? LOGIN

### b. Log in



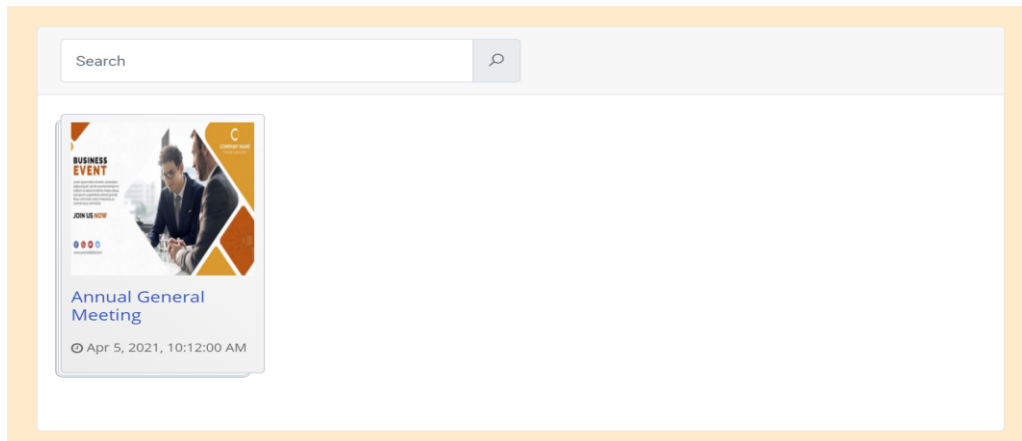
### Sign In

email  
 Password  
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREED THE STATED [PRIVACY POLICY AND TERMS & CONDITIONS](#)  
  
[FORGOT PASSWORD?](#)  
[DONT HAVE AN ACCOUNT? SIGN UP](#)

#### Notes:

- 1) Shareholders who wish to participate and vote remotely at the meeting via RPV facilities are required to register/sign up prior to the meeting.
- 2) The registration will be open from **11.00 a.m. on Tuesday, 30 August 2022** and the registration will be close at **11.00 a.m. on Tuesday, 6 September 2022**.
- 3) This is a **ONE-TIME Registration**. If Shareholders are already a registered user of the e-Portal and need not register again.
- 4) Your email address is your User ID when Log in.

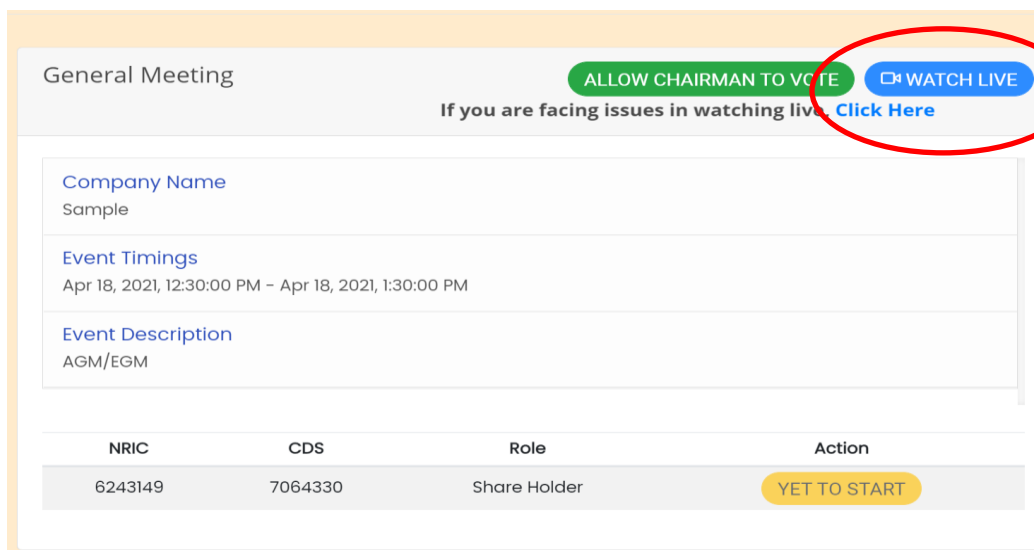
**STEP 2:** You will see a DASHBOARD screen as shown below. Click on event icon.



**Notes:**

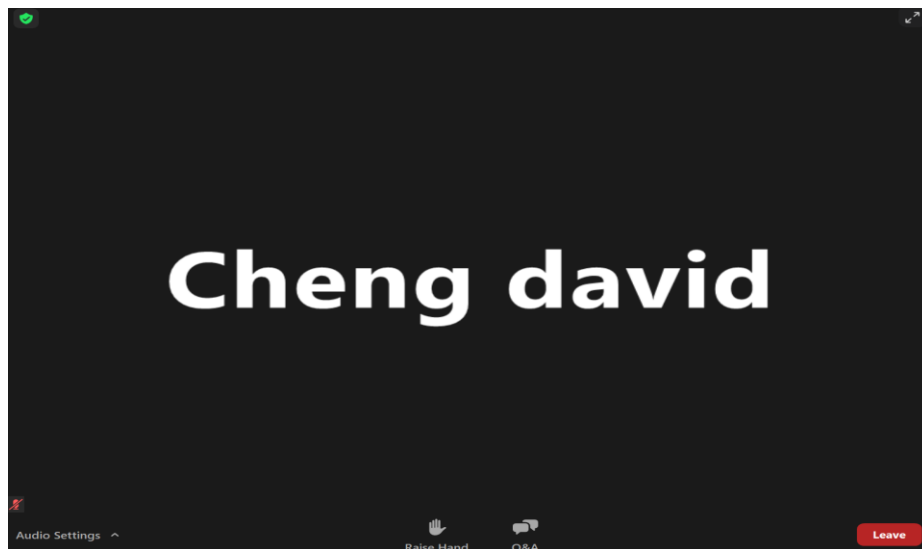
- 1) You can start to log in one hour (1) hour before the commencement of the meeting at **10.00 a.m. on Wednesday, 7 September 2022.**
- 2) The quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
- 3) Log in to [www.vpoll.com.my](http://www.vpoll.com.my) with your registered User ID (email address) and password. For prox(ies) holders, use the login credential that was sent by the Poll Administrator.

**STEP 3:** Click on EVENT NAME ICON, you will see the following screen.



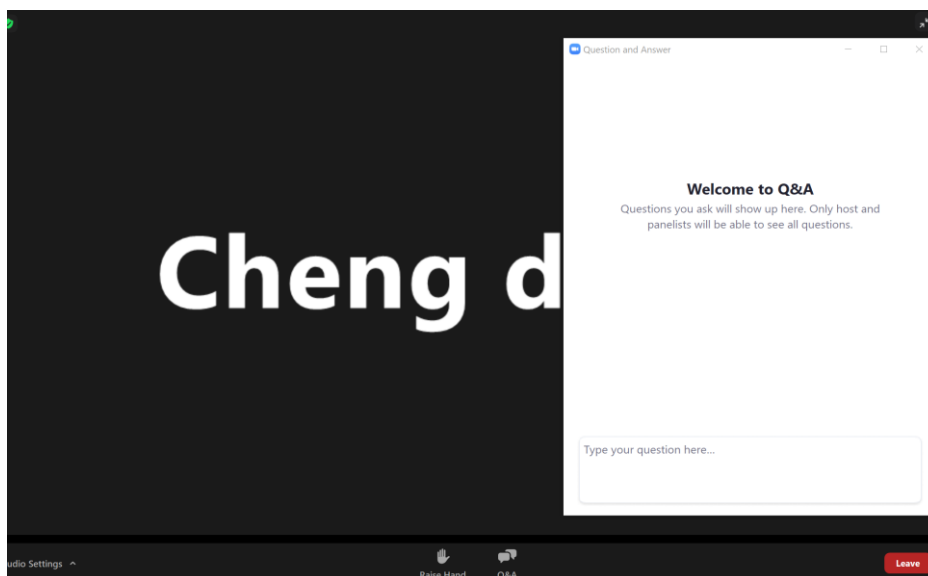
To watch live streaming, please click on the BLUE BUTTON as shown in the top right corner. If you are facing issues in watching live, click the "Click Here" to open the Zoom application directly.

**STEP 4:** The screen will open in a new tab as shown below:



### ASKING QUESTIONS FEATURE

To ask questions, please click on your Q&A icon at the bottom of your screen and type your questions.



If you have any questions to raise at the meeting, type the question in the text box below. The Chairman/Board/Management/relevant adviser(s) will endeavour to respond to your question during the Meeting.

**STEP 5:** To vote, please go back to your earlier tab as shown below.

General Meeting ALLOW CHAIRMAN TO VOTE WATCH LIVE  
If you are fa

**Company Name**  
Sample

**Event Timings**  
Apr 18, 2021, 12:30:00 PM - Apr 18, 2021, 1:30:00 PM

**Event Description**  
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	<b>VOTE</b>

Upon confirmation of your name, event details, role, NRIC and CDS number, please click on the VOTE button.

**STEP 6:** Vote accordingly and click on the CONFIRM DETAILS AND SUBMIT VOTE button.

General Meeting

**Non Voting Resolution**  
To receive the Audited Financial Statements for the financial year ended 30 September 2020 together with the Reports of the Directors and Auditors thereon.

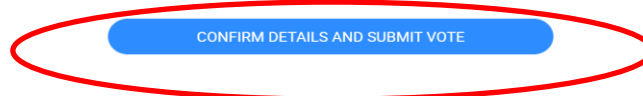
**Sample Ordinary Resolution**  
Vote Question 1

**Sample Special Resolution**  
Vote Question 2

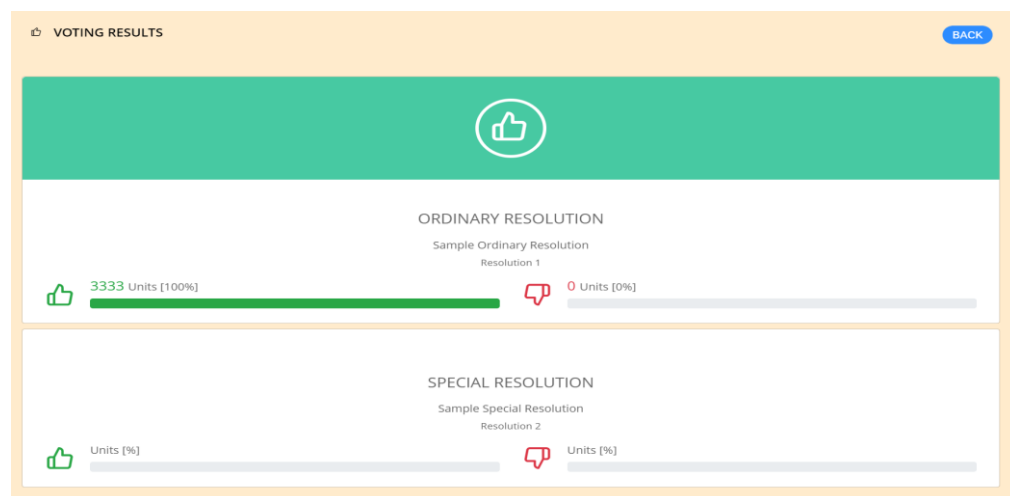
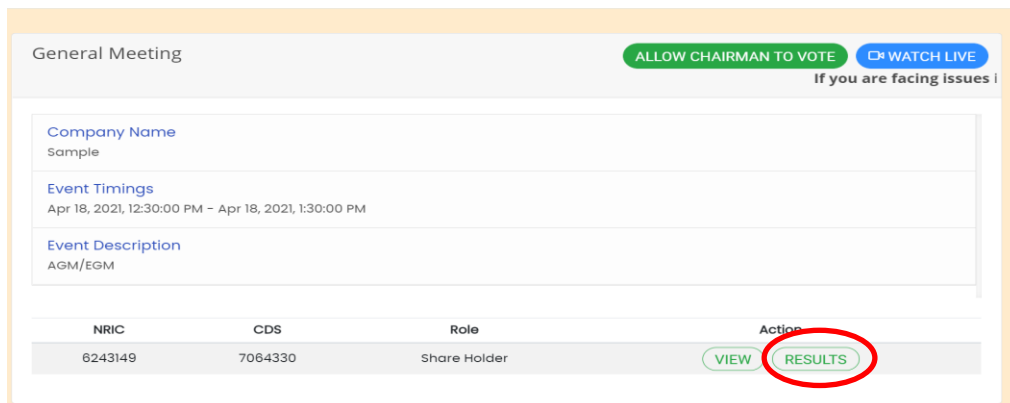
FOR AGAINST ABSTAIN

FOR AGAINST ABSTAIN

Make sure you vote for all questions. If skipped, your response for that resolution will be saved as ABSTAIN



**STEP 7:** To view the voting results, please click the “RESULTS”



### **Enquiry**

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

### **The Share Registrar**

#### **Aldpro Corporate Services Sdn. Bhd.**

Address : Level 5, Block B, Dataran PHB,  
Saujana Resort, Section U2,  
40150 Shah Alam, Selangor, Malaysia

Email Address : [admin@aldpro.com.my](mailto:admin@aldpro.com.my)

Contact Persons : Ms. Vivien Khoh / Ms. Christine Cheng / Ms. Jennie Wong / Ms. Esther Loo

Telephone No. : +603 7890 0638

**OR**

### **e-Services Assistance**

If you have any enquiry relating to VirtualeAgm, please contact the following persons during office hours from Mondays to Fridays from 9.00 a.m to 5.00 p.m (except public holiday): -

### **The Poll Administrator**

#### **AI Smartual Learning Sdn Bhd**

Address : 1-23-5, Menara Bangkok Bank  
Berjaya Central Park  
Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Email Address : [davidcheng@aismartuallearning.com](mailto:davidcheng@aismartuallearning.com)

Contact Person : Mr. David Cheng

Telephone No. : +6017 7700 887