



LEADER STEEL HOLDINGS BERHAD

Registration No. 199301012471 (267209-K)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE TO THE
EXTRAORDINARY GENERAL MEETING (“EGM”)**

Day & Date	:	Monday, 3 April 2023
Time	:	12.30 pm
Broadcast Venue	:	12 th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor
Meeting Platform	:	https://meeting.boardroomlimited.my

MODE OF MEETING

In light of resurgence in coronavirus (COVID-19) cases as well as in the best interest of public health and the health and safety of our Directors, employees and shareholders, the Board of Directors of Leader Steel Holdings Berhad (“LSH” or “the Company”) has decided for the Extraordinary General Meeting (“EGM”) be convened on **virtual basis** through live streaming and online remote voting using the **Remote Participation and Voting (“RPEV”)** facilities.

We strongly encourage our shareholders whose names appear on the Record of Depositors as at 27 March 2023 and holders of proxy and corporate representative for those shareholders to participate in the virtual EGM and vote remotely. In line with the Malaysian Code on Corporate Governance, this virtual EGM will facilitate greater shareholders’ participation (including posing questions to the Board of Directors and/or Management of the Company) and vote at the EGM without being physically present at the main venue. For shareholders who are unable to participate in this virtual EGM, you may appoint proxy(ies) or the Chairman of the meeting as your proxy to attend and vote on your behalf at the EGM .

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection available at the location of the participants (shareholders, proxies and corporate representatives). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using the meeting platform.

BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room. Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED to be physically present** nor will they be admitted at the Broadcast Venue as it is only a place where the meeting is broadcasted for transmission online in the presence of Chairman, Directors, Chief Executive Officer, Auditors, Company Secretary and senior management. No seating and refreshment will be arranged for shareholders, proxies and corporate representatives at the Broadcast Venue when it is a virtual meeting.

If shareholders, proxies and corporate representatives arrive at the Broadcast Venue, the management reserves right to ask you to leave the Broadcast Venue in order to comply with standard operating procedures.

ENTITLEMENT TO PARTICIPATE IN THE EGM

In respect of deposited securities, only shareholders whose name(s) appear on the Record of Depositors as at **27 March 2023** (General Meeting Record of Depositors) shall be eligible to attend, participate, pose questions and vote in the meeting or appoint proxy(ies) to participate on his/her behalf.



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FORM(S) OF PROXY

1. Shareholders are encouraged to go online, participate and vote at the EGM using the RPEV facilities. If you wish to personally participate in this EGM, please do not appoint any proxy/ies. You will not be allowed to participate in the meeting together with a proxy appointed by you.
2. If a shareholder is unable to attend the EGM on Monday, 3 April 2023, he/she can appoint the Chairman of the meeting as his/her proxy to attend, speak and vote in his/her stead. Please submit your Form of Proxy to the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia at least forty-eight (48) hours before the EGM meeting time or any adjournment thereof, which is latest by **Saturday, 1 April 2023 at 12.30 pm**.
3. You may also submit the Form of Proxy via electronic means (“e-Proxy”) through BSIP at <https://investor.boardroomlimited.com> by logging in and selecting “**Submit eProxy Form**” not less than forty-eight (48) hours before the time for holding the EGM meeting time or any adjournment thereof, which is latest by **Saturday, 1 April 2023 at 12.30 pm** (kindly refer to **Online Registration Procedure** below).

REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our electronic EGM by yourself, kindly contact +603 7890 4700 or email to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy at least forty-eight (48) hours before the EGM meeting time or any adjournment thereof, which is latest by **Saturday, 1 April 2023 at 12.30 pm**.

CORPORATE SHAREHOLDER

Any corporate shareholder who wishes to appoint a representative instead of a proxy to attend the meeting should write in to bsr.helpdesk@boardroomlimited.com and provide the name of the corporate shareholder, CDS Account Number, certificate of appointment of corporate representative together with a copy of the corporate representative’s identification card or passport and email address or via electronic means (“e-Proxy”) through BSIP at <https://investor.boardroomlimited.com> by logging in and selecting “**Submit eProxy Form**”, not less than forty-eight (48) hours before the time for holding the EGM, that is latest by **Saturday, 1 April 2023 at 12.30 pm**.

VOTING PROCEDURE

1. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. The Poll Administrator of the Company will conduct the poll by way of electronic voting (“e-voting”) and the poll results will be verified and validated by the Independent Scrutineer appointed by the Company.
2. During the EGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-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. Members and proxies are required to use the following methods to vote remotely:-
 - a. Launch Lumi portal by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - b. Access Lumi portal via <https://meeting.boardroomlimited.my>.

For the purposes of the virtual EGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.



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4. During the EGM, the Chairman will invite the Poll Administrator to give a briefing 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 poll.
5. Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

ONLINE REGISTRATION PROCEDURE

1. All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the EGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
2. Kindly follow the steps below the request for your login ID, password and usage of the RPEV facilities:-

No.	Procedure	Action
BEFORE EGM DAY		
1.	Register online with Boardroom Smart Investor Portal (“BSIP”) <i>Note: If you have previously registered with BSIP, you may proceed to Step 2</i>	<p>The registration will open from the day of notice of EGM</p> <ol style="list-style-type: none">(a) Access BSIP website at https://investor.boardroomlimited.com.(b) Click “Register” to sign up for a BSIP account.(c) Please select the correct account type, i.e. sign up as “Shareholder” or “Corporate Holder”.(d) Complete the registration with all required information. Upload softcopy of your MyKad (front and back) or passport in JPEG, PNG or PDF format. For Corporate Holder, kindly upload the authorisation letter as well Click “Sign Up”.(e) You will receive an e-mail from BSIP Online for e-mail address verification. Click “Verify E-mail Address” to proceed with the registration.(f) Once your email address is verified, you will be re-directed to 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.(g) An e-mail will be sent to you within one (1) business day informing you on the approval of your BSIP account. You can login to 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. <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>



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No.	Procedure	Action
2.	Submit Request for Remote Participation User ID and Password	<p>Registration for remote access will be opened on Saturday, 18 March 2023. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Saturday, 1 April 2023 at 12.30 pm.</p> <p>Individual Shareholders</p> <ul style="list-style-type: none">(a) Access BSIP website at https://investor.boardroomlimited.com.(b) Login using your User ID (registered email address) and password.(c) Select “LEADER STEEL HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING” from the list of Meeting Events and click “Enter”.(d) Go to “VIRTUAL” and click “Register for RPEV”.(e) Read and accept the General Terms & Conditions by clicking “Next”.(f) Enter your CDS account number and click “Submit” to complete your request.(g) Upon system verification against the General Meeting Record of Depositors as at 27 March 2023, you will receive an email from Boardroom Share Registrars Sdn Bhd. (“BoardRoom”) either approving or rejecting your registration for the remote participation.(h) If your registration is approved, RPEV credential will be provided to you via email.(i) If your registration is rejected, a rejection note will be provided to you via email.
3.	Register by Proxies/ Corporate Representatives	<p>The closing time to submit your hardcopy Form of Proxy is at Saturday, 1 April 2023 at 12.30 pm.</p> <ul style="list-style-type: none">(a) To submit the request. Corporate Shareholders need to deposit the original hardcopy to Boardroom and write in to bsr.helpdesk@boardroomlimited.com by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as case maybe) to submit the request.(b) Please provide a copy of corporate representative’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her *email address. <p>*Check the email address of Proxy or Corporate Representative is written down correctly.</p>



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No.	Procedure	Action
4.	Nominee Company to submit Form of Proxy	<p>(a) Via Boardroom Smart Investor Portal (BSIP):-</p> <ul style="list-style-type: none">➤ Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.➤ Select “LEADER STEEL HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING” from the list of Meeting Events 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. <p><u>Note:</u> 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.</p> <p>(b) Via Email:-</p> <ul style="list-style-type: none">➤ To submit the request, Authorised Nominee and Exempt Authorised Nominee need to deposit the original hardcopy Form of Proxy to Boardroom and write in to bsr.helpdesk@boardroomlimited.com by providing softcopy of the Form(s) of Proxy, the name of shareholders and CDS account number.➤ Please provide a copy of the proxy holder’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her *email address. <p>*Check the email address of Proxy or Corporate Representative is written down correctly.</p>
5.	Email Notification	<p>(a) You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</p> <p>(b) After verification of your registration against the General Meeting Record of Depositors as at 27 March 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>(c) If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date.</p> <p>(d) Please note that the closing date and time to submit your request for remote participation user ID and password is on Saturday, 1 April 2023 at 12.30 pm (48 hours before the commencement of the EGM).</p>

REGISTER A PROXY (E-PROXY)



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No.	Procedure	Action
6.	Electronic lodgment of Form of Proxy (e-Proxy)	<p>eProxy Lodgement – Individual/ Corporate Shareholders</p> <ul style="list-style-type: none"> (a) Access BSIP website at https://investor.boardroomlimited.com. (b) Login using your User ID (registered email address) and password. (c) Select “LEADER STEEL HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING” from the list of Corporate Meetings and click “Enter”. (d) Click on “Submit eProxy form”. (e) Select the company you would like to be represented (if more the one, for Corporate Shareholder). (f) Enter your CDS account number and indicate the number of securities. (g) Appoint your proxy(ies) or the Chairman of the Meeting (h) Read and accept the General Terms and Conditions by clicking “Next” (i) Enter the required particulars of your proxy(ies) (j) Indicate your voting instructions – “FOR” or “AGAINST” or “ABSTAIN”. If you wish to have your proxy(ies) act upon his/her discretion, please indicate “DISCRETIONARY”. (k) Review and confirm your proxy(ies) appointment. Click “Apply”. (l) Download or print the eProxy Form acknowledgement. <p><u>Note:</u> You need to register as a shareholder before you can register and submit the e-Proxy form.</p>
ON EGM DAY		
7.	Login to virtual meeting platform	<ul style="list-style-type: none"> (a) The Virtual Meeting Platform will be opened for login one (1) hour before the scheduled commencement of the EGM, which is from 11.30 am on Monday, 3 April 2023. <ul style="list-style-type: none"> ➤ Launch Lumi portal by scanning the QR code provided in the email notification; or ➤ Access the Lumi portal via https://meeting.boardroomlimited.my. (b) Insert the Meeting ID number and sign in with the user ID and password provided by you via the email notification in Step 3 above. <p><u>Note:</u> The quality of the connectivity to the Virtual Meeting Platform for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users.</p>



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8.	Participate through Live Streaming	<p><i>[Note: Questions submitted online using typed text will be moderated before being sent to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy or corporate representative raising the question.]</i></p> <p>(a) If you would like to view the live webcast, select the  broadcast icon.</p> <p>(b) If you would like to ask a question during the EGM,  select the messaging icon.</p> <p>(c) Type your message within the chat box, once completed click the send button.</p> <p>The Chairman / Board of Directors will endeavour to respond to questions submitted by remote shareholders, proxies and corporate representatives during the EGM.</p> <p><u>Note:</u> There shall not be two-way communication available at the meeting.</p>
9.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <p>(a) The polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session.</p> <p>(b) To vote, select your voting choice from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>(c) To change your vote, re-select your voting option.</p> <p>(d) If you wish to cancel your vote, please press “Cancel”.</p>
10.	End of RPEV	<p>Upon announcement by the Chairman on the closure of the EGM, the Live Streaming will end.</p>

ADDITIONAL INFORMATION

No Door Gift or e-Voucher

There will be no distribution of door gifts or e-vouchers to shareholders/proxies/corporate representatives who participate in the EGM.

No Recording or Photography

Unauthorised recording and photography are strictly prohibited at the EGM of the Company.

Enquiry

If you have enquiries prior to the EGM, please contact BoardRoom during office hours on Mondays to Fridays from 8.30 am to 5.30 pm (except public holidays):

BoardRoom Help Desk

T: +603 7890 4700

E: bsr.helpdesk@boardroomlimited.com