



LEADER STEEL HOLDINGS BERHAD

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

**ADMINISTRATIVE GUIDE FOR THE
THIRTY-FIRST ANNUAL GENERAL MEETING
("31ST AGM" OR THE "MEETING")**

Day and Date : Friday, 31 May 2024
Time : 12:30 p.m.
Online Meeting : <https://meeting.boardroomlimited.my>
platform (Domain Registration No. with MYNIC – D6A357657)
Mode of : i. Shareholders may type their questions in the chat box at any time
Communication during the live streaming of the Annual General Meeting ("AGM")
via the meeting platform.
ii. Submit questions by logging into the Boardroom Smart Investor
Portal at <https://investor.boardroomlimited.com> latest by
Wednesday, 29 May 2024 at 12:30 p.m.

1. Virtual Meeting

The Company will leverage on technology to facilitate communication and engagement with shareholders by conducting the 31st AGM on a fully virtual basis through live streaming and online voting via the Remote Participation and Electronic Voting ("RPEV") facilities in accordance with the Guidance Note and FAQs on the Conduct of General Meetings for listed issuers and all its subsequent revisions issued by the Securities Commission Malaysia. This is also in line with Practice 13.1 of the Malaysian Code on Corporate Governance 2021 which recommends that listed companies leverage on technology to facilitate remote shareholders' participation at general meetings.

According to the SC Guidance, 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. All meeting participants including the Chairman of the meeting, board members, senior management and shareholders/ proxies/corporate representatives/ attorneys are required to participate in the meeting online.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. 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 as well as for the electronic voting ("e-Voting") is dependent on the bandwidth and stability of the internet connection of the participants.

2. Entitlement to Participate and Vote

Only shareholders whose names appear on the Record of Depositors as of 23 May 2024 ("General Meeting Record of Depositors") shall be entitled to participate and/or vote at the 31stAGM via RPEV facilities or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to participate and/or vote on his/her/their behalf by returning the duly executed Proxy Form(s).

3. Proxy Form(s)

If you are unable to attend and participate at the 31st AGM, you are encouraged to appoint a proxy or the Chairman of the 31st AGM as your proxy and indicate the voting instructions in the Proxy Form(s) in accordance with the notes and instructions printed therein.



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Please ensure that the ORIGINAL Proxy Form(s) is/are deposited to the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia not less than forty-eight (48) hours before the time appointed for holding the 31st AGM i.e. latest by **Wednesday, 29 May 2024 at 12:30 p.m.**

Alternatively, you may lodge your Proxy Form(s) electronically through the Boardroom Smart Investor Portal ("BSIP") at <https://investor.boardroomlimited.com> (Kindly refer to item 7 below).

4. Corporate Representative

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the 31st AGM, please deposit the ORIGINAL Proxy Form(s), Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia not later than **Wednesday, 29 May 2024 at 12:30 p.m.**

Upon verification against the General Meeting Record of Depositors, an email containing the username and password will be sent to the corporate representative(s) or attorney(s) by Boardroom Share Registrars Sdn Bhd. ("**BoardRoom**"). Please note that only one (1) user name will be provided to each corporate representative(s) or attorney(s).

5. Revocation of Proxy

If you have submitted your Proxy Form(d) prior to the 31st AGM and subsequently decide to appoint another person as your proxy(ies) or wish to participate in the 31st AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com or via BSIP (as the case maybe) to revoke the earlier appointed proxy(ies) not less than forty-eight (48) hours before the 31st AGM. Upon revocation, the proxy(ies) appointed by you previously will not be allowed to participate in the 31st AGM. In such event, you should notify your previous proxy(ies) accordingly.

6. Voting Procedure

Pursuant to Paragraph 8.31A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 31st AGM 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.

During the 31st AGM, 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.

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.



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7. Registration and procedure for Remote Participation and submission of eProxy Form

The RPEV facilities are available to (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees. You shall use the RPEV facilities to participate and vote remotely at the 31st AGM. You will be able to view a live webcast of the Meeting, pose questions and submit your votes in real-time whilst the Meeting is in progress.

Kindly follow the steps below to register your participation as a shareholder or appoint proxy(ies) for the 31st AGM:

Procedure	Steps
Before the day of the 31st AGM	
1. Register/Sign-up as Online User with BSIP <i>(For first-time registration only)</i>	<i>(Note: If you have previously registered/signed-up with BSIP, you are not required to register again. You may proceed to Step (2).)</i> a. Access the website https://investor.boardroomlimited.com b. Click 'Register' to sign up as an online user c. Please select the account type i.e. sign up as 'Individual Shareholder' or 'Corporate Holder' d. Complete registration and upload softcopy of MyKad (front and back) or passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorization letter (template available) for Corporate Holder. e. Enter a valid mobile number and email address f. You will receive an e-mail from BSIP Online for e-mail address verification. Click 'Verify E-mail Address' from the e-mail received to continue with the registration g. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click 'Request OTP Code' and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click 'Enter' to complete the process h. Your registration will be verified and approved within one (1) business day and an email notification will be provided. You can login to BSIP with the email address and password provided during the registration to proceed with the next step.
2. Submit request for remote participation <i>Note: You must be a registered BSIP user. If not, return to Step (1)</i>	The registration for RPEV facilities will open from Friday, 29 March 2024 until Friday, 31 May 2024 , upon the commencement of the e-Voting session to be announced by the Chairman of the 31 st AGM The instrument appointing a proxy must be received latest by Wednesday, 29 May 2024 at 12:30 p.m. For Individual Shareholders and Corporate Shareholders a. Log in to https://investor.boardroomlimited.com



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		<p>b. Click 'Meeting Event(s)' and select from the list of companies - 'LEADER STEEL HOLDINGS BERHAD 31ST ANNUAL GENERAL MEETING' and click 'Enter'</p> <p>c. To attend the virtual 31st AGM remotely</p> <ul style="list-style-type: none"> ➤ Click 'Register for RPEV' ➤ Read and accept the general terms and conditions and enter your CDS account no. to submit your request <p>d. To appoint proxy(ies)</p> <ul style="list-style-type: none"> ➤ Click 'Submit eProxy Form' ➤ For Corporate Shareholder, select the company you would like to represent (if represent more than one company) ➤ Read and accept the general terms and conditions and enter your CDS account no. Then, insert your proxy(ies) details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary" <p>For Authorised Nominees and Exempt Authorised Nominees</p> <p>a. Login to https://investor.boardroomlimited.com using your user ID and password created with BSIP from Step 1 above.</p> <p>b. Click 'Meeting Event(s)' and select from the list of companies – 'LEADER STEEL HOLDINGS BERHAD 31ST ANNUAL GENERAL MEETING' and click 'Enter'.</p> <p>c. Click on 'Submit eProxy Form'.</p> <p>d. Select the company you would like to represent (if represent more than one company).</p> <p>e. Proceed to download the file format for 'Submission of Proxy Form'.</p> <p>f. Prepare the file for the appointment of proxy(ies) by inserting the required data.</p> <p>g. Proceed to upload the duly completed proxy(ies) appointment file.</p> <p>h. Review and confirm your proxy(ies) appointment and click 'Submit'.</p> <p>i. Download or print the eProxy Form as acknowledgement.</p> <p>For Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Form(s) of Proxy or Power of Attorney (as the case may be). A copy of MyKad or passport and a valid email address are required.</p>
3	Verification and email notification	<p>For Individual Shareholders, Corporate BSIP Account Users, Authorised Nominees/ Exempt Authorised Nominees and Attorneys</p> <p>a. An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system</p>



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		<p>verification</p> <p>b. Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the 31st AGM, i.e. Thursday, 30 May 2024 either approving or rejecting your request for remote participation</p> <p>c. If your registration is approved, the said email will provide the Meeting ID, username and password for the 31st AGM</p>
On the day of the 31st AGM		
4.	Log in	<p>a. The RPEV facilities will be accessible for log in on Friday, 31 May 2024 at 11:30 a.m., i.e. one (1) hour before the commencement of the 31st AGM</p> <p>b. Click the link provided in the email in Step (3)c to join the 31st AGM. Insert the Meeting ID and sign in with the username and password provided to you via the same email</p>
5.	Participate	<p>a. Please follow the user guide in the email to view the live webcast, submit question(s) and vote</p> <p>b. To view the live webcast, select the broadcast icon </p> <p>c. To ask a question during the 31st AGM, select the messaging icon . Type your question(s) in the chat box and click the send button to submit</p>
6.	Vote	<p>a. Once voting has commenced, 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 preference 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 preference.</p> <p>d. If you wish to cancel your vote, please press 'Cancel'.</p>
7.	End	<p>a. After closing of the voting session, Chairman will wait for polling results to be furnished by the Independent Scrutineers and thereafter inform the shareholders/participants whether the resolutions are carried.</p> <p>b. Upon the announcement by the Chairman on the closure of the 31st AGM, the live webcast will end.</p>

8. Submission of question(s)

Prior to the 31st AGM

Submit question(s) in relation to the agenda items of the 31st AGM by logging in to the BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 latest by Wednesday, 29 May 2024 at 12:30 p.m. Click '**Submit Questions**' after



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selecting "**LEADER STEEL HOLDINGS BERHAD 31ST ANNUAL GENERAL MEETING**" from 'Corporate Meeting';

During the 31st AGM

Shareholders may also submit question(s) via the chat box at any time during the live streaming of the 31st AGM at <https://meeting.boardroomlimited.my> until such time as the Chairman decides.

The Chairman/Board/Management will endeavor to provide responses to the questions submitted/posed during the 31st AGM session. However, if the responses could not be provided during the 31st AGM due to time constraints, they will be published in the minutes of the 31st AGM of the Company which will be published on the Company's website at <https://leadersteel.my/>

9. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or e-vouchers for shareholders/proxies who participate in the Meeting.

10. No Recording or Photography

No recording or photography of the live streaming of the 31st AGM proceedings is allowed without the prior written permission of the Company.

11. Enquiries relating to the Meeting

If you have enquiries prior to the AGM, please contact BoardRoom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) (except weekend and public holidays) as set out:

BoardRoom Help Desk T: +603 7890 4700
E: bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.