



PDZ HOLDINGS BHD.

199501031213 (360419-T)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27TH AGM”)

Day/Date : Tuesday, 27 June 2023
Time : 10:30 a.m.
Venue : Fully virtual basis and entirely via remote participation and voting through an online meeting platform hosted on Securities Services e-Portal at <https://sshbs.net.my/> (MYNIC Domain Registration Number D4A004360) provided by SS E Solutions Sdn. Bhd.

REMOTE PARTICIPATION AND VOTING (“RPV”) PROCEDURES AT THE FULLY VIRTUAL 27TH AGM OF PDZ HOLDINGS BHD. (“PDZ” OR THE “COMPANY”)

Shareholders who wish to attend the fully virtual 27th AGM will have to register and attend remotely.

Kindly refer to the following information on RPV procedures for remote participation in the 27th AGM through live streaming and online remote voting:

BEFORE THE 27TH AGM	
(A) Sign up for a user account at Securities Services e-Portal	
Step 1 Visit https://sshbs.net.my/ Step 2 Sign up for a user account Step 3 Wait for a notification email that will be sent within one (1) working day Step 4 Verify your user account within seven (7) days of the notification email and log in	<ul style="list-style-type: none"> The e-Portal requires one (1) working day to process all user sign-ups. If you do not have a user account with the e-Portal, you will need to sign up for a user account by the deadlines stipulated below. Your registered email address is your User ID. Please proceed to either (B) or (C) below once you are a registered user.
ALL SHAREHOLDERS MUST REGISTER AS A USER BY <u>22 JUNE 2023</u>	
(B) Register for Remote Participation	
Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Tuesday, 27 June 2023 at 10:30 a.m.	Sunday, 25 June 2023 at 10:30 a.m.
➤ Log in to https://sshbs.net.my/ with your registered email and password. ➤ Look for PDZ HOLDINGS BHD. under Company Name and 27th AGM on 27 June 2023 at 10:30 a.m. – Registration for Remote Participation under Corporate Exercise / Event and click “>” to register for remote participation at the 27 th AGM.	

Step 1 Check if you are attending as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate / authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.

Step 2 Submit your registration.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- Your registration will apply to **all the CDS account(s)** of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
- We highly encourage all shareholders to remotely participate and vote at the 27th AGM, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

(C) Submit e-Proxy Form

Meeting Date and Time	Proxy Form Submission Closing Date and Time
Tuesday, 27 June 2023 at 10:30 a.m.	Sunday, 25 June 2023 at 10:30 a.m.

- Log in to <https://sshsb.net.my/> with your registered email and password.
- Look for **PDZ HOLDINGS BHD.** under Company Name and **27th AGM on 27 June 2023 at 10:30 a.m. – Submission of Proxy Form** under Corporate Exercise / Event and click “>” to submit your proxy forms online for the meeting by the submission closing date and time above.

Step 1 Check if you are submitting the proxy form as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate / authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above.

Step 2 Enter your CDS account number or the body corporate’s CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).

You may appoint the Chairman of the 27th AGM as your proxy where you are not able to participate remotely.

Step 3 Proceed to indicate how your votes are to be casted against each resolution.

Step 4 Review and confirm your proxy form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **My Records** (refer to the left navigation panel).
- Kindly submit your e-Proxy Form for **every CDS account(s)** you have or represent.

PROXIES

All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by **22 JUNE 2023. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY.** Upon processing the proxy forms, we will grant the proxy access to remote participation at the 27th AGM to which he / she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the 27th AGM as the 27th AGM will be conducted on a virtual basis.

ON THE DAY OF THE 27TH AGM

Log in to <https://sshsb.net.my/> with your registered email and password.

(D) Join the Live Stream Meeting (eLive)

Meeting Date and Time	eLive Access Date and Time
Tuesday, 27 June 2023 at 10:30 a.m.	Tuesday, 27 June 2023 at 10:00 a.m.

- Look for **PDZ HOLDINGS BHD.** under Company Name and **27th AGM on 27 June 2023 at 10:30 a.m. – Live Stream Meeting** under Corporate Exercise / Event and click ">" to join the 27th AGM.

- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman / Board / Management / relevant adviser(s) will endeavour to broadcast your question and their answer during the 27th AGM. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

(E) Vote Online Remotely during the Meeting (eVoting)

Meeting Date and Time	eVoting Access Date and Time
Tuesday, 27 June 2023 at 10:30 a.m.	Tuesday, 27 June 2023 at 10:30 a.m.

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.
OR
- If are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look **PDZ HOLDINGS BHD.** under Company Name and **27th AGM on 27 June 2023 at 10:30 a.m. – Remote Voting** under Corporate Exercise / Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the 27th AGM.

- Step 1 Cast your votes by clicking on the radio buttons against each resolution.
Step 2 Review your casted votes and confirm and submit the votes.

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close when the Chairman announces the closing of all voting at the 27th AGM.
- A copy of your submitted eVoting can be accessed via **My Records** (refer to the left navigation panel).

RECORD OF DEPOSITORS FOR THE 27TH AGM

The date of Record of Depositors for the 27th AGM is 19 June 2023. As such, only members whose name appears in the Record of Depositors of PDZ as at 19 June 2023 shall be entitled to attend the 27th AGM and to participate, speak and vote thereat.

POLL VOTING

The voting at the 27th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SS E Solutions Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Commercial Quest Sdn. Bhd. as Scrutineers to verify the poll results.

The voting module has been made accessible to all shareholders and proxies to submit your votes from the commencement of the meeting and shall close upon the closure of the voting session to be announced by the Chairman of the meeting. Upon completion of the voting session for the meeting, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

RECORDING OR PHOTOGRAPHY

STRICTLY NO unauthorised recording or photography of the 27th AGM proceedings is allowed. PDZ reserves the rights to take appropriate legal actions against anyone who violates this rule.

ENQUIRY

If you have any general queries prior to the 27th AGM, please contact the Poll Administrator during office hours from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. (Monday to Friday):

SS E Solutions Sdn. Bhd.

Contact Person : Mr. Wong Piang Yoong / Mr. Jerry Tan / Ms. Lee Pei Yeng / Ms. Rachel Ou

Tel No : (603) 2084 9000 (General Line)

(603) 2084 9165 (DID)

(603) 2084 9168 (DID)

(603) 2084 9169 (DID)

(603) 2084 9161 (DID)

Email : eservices@sshshb.com.my