

# ADMINISTRATIVE GUIDE

FOR THE 19<sup>TH</sup> ANNUAL GENERAL MEETING (“19<sup>TH</sup> AGM”)



**YBS INTERNATIONAL BERHAD**  
Registration No: 200201014380 (582043-K)



Date : **Thursday, 23 September, 2021**  
Time : **11.00 a.m.**  
Meeting Platform : **GoToWebinar by megacorp.com.my**  
MYNIC ID : **D1A018851**

## Voting via Digital Ballot Form at a Fully Virtual 19<sup>th</sup> AGM

1. All meeting participants are to participate in the 19<sup>th</sup> AGM on a fully virtual basis. Shareholders who wish to participate the 19<sup>th</sup> AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/KXTxRC> (please refer to para 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the Digital Ballot Form (“DBF”).
2. With the DBF, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the 19<sup>th</sup> AGM, at the comfort of your home or from any location.
3. Shareholders may use the Questions’ Pane facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming solution. Shareholders may also submit questions in relation to the agenda items for the 19<sup>th</sup> AGM before the meeting via e-mail to the e-mail address : [AGM-support.YBS@megacorp.com.my](mailto:AGM-support.YBS@megacorp.com.my) no later than Tuesday, 21 September, 2021, 11.00 a.m.

## Registration Procedure

4. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the **19<sup>th</sup> AGM** online:
  - a. Open this link <https://vps.megacorp.com.my/KXTxRC>, or scan the QR code at the top right corner of this document, and submit all requisite details at least twenty-four (24) hours before the date of 19<sup>th</sup> AGM.
  - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the Meeting.
  - c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, at the office of the Share Registrar (Poll Administrator):  
**Mega Corporate Services Sdn. Bhd.**  
Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or;  
Submit via e-mail to: [AGM-support.YBS@megacorp.com.my](mailto:AGM-support.YBS@megacorp.com.my)
  - d. For corporate shareholders / nominee accounts, please execute Form of Proxy as per step (c) above.
  - e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn. Bhd., will send the following via email:
    - i. **Meeting Link** - for the Live-Streaming Session
    - ii. **DBF** - for Voting Purposes

## **ADMINISTRATIVE GUIDE (CONT'D)**

### **FOR THE 19<sup>TH</sup> ANNUAL GENERAL MEETING (“19<sup>th</sup> AGM”)**

#### **Record of Depositors (“ROD”) for the 19<sup>th</sup> AGM**

5. For the purpose of determining a member who shall be entitled to attend and vote at the 19<sup>th</sup> AGM, the Company shall be requesting the Record of Depositors as at 15 September 2021. Only a depositor whose name appears on the Record of Depositors as at 15 September 2021 shall be entitled to attend, speak and vote at the said meeting or appoint proxy(ies) to attend, speak and vote on his/her behalf.

#### **Poll Voting**

6. The voting of the 19<sup>th</sup> AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
7. Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the 19<sup>th</sup> AGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

#### **Enquiry**

If you have any enquiries on the above, please contact the Poll Administrator during office hours (Monday to Friday):

#### **Mega Corporate Services Sdn. Bhd.**

Email : AGM-support.YBS@megacorp.com.my  
Tel : +60 (3) 2692 4271  
Alfred : +60 (12) 912 2734  
Hisham : +60 (12) 252 9136