



CAPITAL A BERHAD
[Registration No.: 201701030323 (1244493-V)]
("the Company" or "Capital A")
(Incorporated in Malaysia)

**ADMINISTRATIVE NOTE
EXTRAORDINARY GENERAL MEETING OF CAPITAL A BERHAD**

Date : **Monday, 14 October 2024**
Time : **10.00 a.m.**
Broadcast Venue : **RedQ, Jalan Pekeliling 5**
Lapangan Terbang Antarabangsa Kuala Lumpur
64000 KLIA
Selangor Darul Ehsan, Malaysia
Meeting Platform : **TIIH Online website at <https://tiih.online>**

MODE OF MEETING

The Extraordinary General Meeting ("EGM") of the Company will be conducted on a virtual manner through live streaming from the Broadcast Venue and online remote voting using the Remote Participation and Voting facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via its **TIIH Online** website at <https://tiih.online>.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Members and/or proxy(ies) and/or corporate representative(s) and/or attorney(s) **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the EGM, instead are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "**participate**") remotely at the EGM via the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate at the EGM via RPV must ensure that the duly executed Form of Proxy is deposited in a hard copy form at the registered office of the Company at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA, Selangor, Malaysia ("**Registered Office**") or by electronic lodgement via **TIIH Online** website at <https://tiih.online> not later than **10.00 a.m. on Saturday, 12 October 2024**. **Faxed copies of the duly executed form of proxy are not acceptable.**

Authorised representatives of corporate members must deposit their original or duly certified certificate of appointment of authorised representative at the Registered Office not later than **10.00 a.m. on Saturday, 12 October 2024** to participate via RPV at the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at the Registered Office not later than **10.00 a.m. on Saturday, 12 October 2024** to participate via RPV at the EGM.

A member who has appointed a proxy or authorised representative or attorney to participate in the EGM via RPV must request his/her proxy or authorised representative or attorney to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>.

Members who are unable to participate in this EGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

PROCEDURES FOR REMOTE PARTICIPATION AND VOTING VIA RPV

Members/proxies/corporate representatives/attorneys who wish to participate remotely at the EGM using the RPV are to follow the requirements and procedures as summarised below:

Procedure	Action
BEFORE THE DAY OF EGM	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> • Using your computer, access the TIIH Online website at https://tiih.online. Register as a user under “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your request to attend EGM remotely	<ul style="list-style-type: none"> • Registration is open from 10.00 a.m. on Friday, 20 September 2024 until the day of the EGM on Monday, 14 October 2024. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate at the EGM using the RPV. • Login with your user ID and password and select the corporate event: “(REGISTRATION) CAPITAL A EGM 2024”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as of 4 October 2024, the system will send you an e-mail after Saturday, 12 October 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE DAY OF THE EGM (MONDAY, 14 OCTOBER 2024)	
(c) Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the EGM at any time from 9.00 a.m., i.e. one (1) hour before the commencement of the meeting on Monday, 14 October 2024 at 10.00 a.m.

(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) CAPITAL A EGM 2024” to engage in the proceedings of the EGM remotely. • If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you earliest possible, after the EGM.
(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session via the RPV commences from 10.00 a.m. on Monday, 14 October 2024 until a time when the Chairman announces the completion of the voting session of the EGM. • Select the corporate event: “(REMOTE VOTING) CAPITAL A EGM 2024” or if you are on the live stream meeting page, you can select the “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

Note to users of the RPV:

1. Should your application to join the EGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the EGM will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call the Tricor Help Line at 011-40805616/011-40803168/011-40803169/011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution of door gifts or food vouchers.**

We would like to thank our members for your kind cooperation and understanding during these challenging times.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the **ROD as of 4 October 2024** shall be entitled to attend, speak and vote remotely or appoint proxies to attend, speak and/or vote remotely on his/her behalf at the EGM.

APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

- The EGM will be conducted as a virtual meeting via live streaming from the Broadcast Venue and online remote voting using the RPV. If you are unable to attend the EGM via RPV on Monday, 14 October 2024, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.

- Accordingly, the Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **10.00 a.m. on Saturday, 12 October 2024**.

(i) **In Hard Copy:**

By hand or post to the Registered Office of the Company at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA, Selangor, Malaysia not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

(ii) **By Electronic Form:**

All members have the option to submit the Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

Procedure		Action
i. Steps for Individual Members		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • After the release of the notice of EGM by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: “CAPITAL A EGM 2024 – Submission of Proxy Form”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(s) or appoint the Chairman of the meeting as your proxy. • Indicate your voting instructions for the resolutions that are tabled for voting – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print Form of Proxy for your record.
ii. Steps for Corporation or Institutional Members		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above</i></p>

		<i>steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online • Select the corporate event: "CAPITAL A EGM 2024 – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Submit" to complete your submission. • Print the confirmation report of your submission for your record.

POLL VOTING

- The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Members can proceed to vote on the resolutions via RPV at any time from the commencement of the meeting at **10.00 a.m. on Monday, 14 October 2024** but before the end of the voting session which will be announced by the Chairman of the meeting during the EGM. Kindly refer to the note above, "Procedures for RPV" for guidance on how to vote remotely from the **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

CIRCULAR TO SHAREHOLDERS

- The Circular to Shareholders dated 20 September 2024, Notice of the EGM, Form of Proxy and this Administrative Note are available at the Company's Investor Relations at its website at www.capitala.com
- You may request for a printed copy of the Circular to Shareholders at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the numbers/email addresses given below. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

PRE-MEETING SUBMISSION OF QUESTION(S) TO THE BOARD

Members may submit questions for the Board prior to the EGM via TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **10.00 a.m. on Saturday, 12 October 2024**. The Board will endeavour to answer the questions received at the EGM. If there is time constraint during the EGM, the responses will be e-mailed to you earliest possible, after the EGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact : Mr. Jake Too : +603-2783 9285
Persons : Mr. Muhamad Aiman : +603-2783 9262