

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

VOTING PROCEDURE

Poll Voting

1. The voting at the Meeting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
2. The Company has appointed Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) as Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and PKF (AF0911) Chartered Accountants as Scrutineers to verify the poll results.
3. For the purposes of this EGM, e-Voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
4. Members and proxies are required to use one (1) of the following methods to vote remotely:
 - (i) launch **Lumi Apps** by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - (ii) access to **meeting platform** via website URL <https://meeting.boardroomlimited.my>.
5. Please note that polling will only commence after announcement of poll open by the Chairman and until such time when the Chairman announces the closure of poll.
6. Upon closing of the poll session by the Chairman, the Scrutineers will verify the poll result report and thereafter announce the result, followed by the Chairman’s declaration whether the resolution put to vote is duly passed.
7. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the EGM is maintained. Kindly note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for e-Voting is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

Remote Participation and Electronic Voting (“RPEV”)

8. Please note that the RPEV facilities is available to **(i) individual members; (ii) corporate - shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.**
9. If you wish to participate in the Meeting, 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.
10. No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.
11. Kindly follow the steps below on how to request for login ID and password:-

Procedures	Actions
Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only) <i>This is a ONE-TIME free registration. If you are already a registered user of Boardroom Smart Investor Portal, you need not register again and may proceed to Step 2 - Submit Request for Remote Participation User ID and Password.</i>	a. Access website https://investor.boardroomlimited.com b. Click “Register” to sign up as a user. c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. d. Please enter a valid email address and wait for email verification from Boardroom. e. Your registration will be verified and approved within one (1) business day and email notification will be provided to you.

Step 2 – Submit Request for Remote Participation User ID and Password <i>Registration for remote access will be opened on 17 December 2021.</i>	<u>Individual Members</u> • Login to https://investor.boardroomlimited.com using your User ID and Password from Step 1 above. • Select “RGT BERHAD EXTRAORDINARY GENERAL MEETING” from the list of Corporate Meetings and click “Enter”. • Click on “Register for RPEV”. • Read and agree to the terms & conditions and click “Next”. • Enter your CDS Account Number and thereafter submit your request. <u>Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees</u> • Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. • Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address. a. You will receive a notification from Boardroom that your request has been received and is being verified. b. Upon system verification of your registration against the EGM's Record of Depositors as at 31 December 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. c. You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved. d. Please note that the closing date and time to submit your request is by Tuesday, 4 January 2022.
Step 3 – Login to Virtual Meeting Portal <i>Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.</i>	a. The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of EGM, which is from 9.00 a.m. on Thursday, 6 January 2022. b. Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (Refer to Step 2(c) above). c. The steps given will also guide you on how to view live webcast, ask questions and vote. d. The Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the Q&A session. e. The live webcast of the Meeting will end once the Chairman announces the closure of the EGM. f. You can then logout from the Virtual Meeting Portal.

MODE OF COMMUNICATION

12. You may email your questions in advance in relation to the agenda item for EGM to info@rgt.com.my commencing from 17 December 2021. The collection of questions will be closed at the same time as the proxy submission i.e. no later than **Tuesday, 4 January 2022 at 10.00 a.m.**

If you have any question for the Chairman/Board during the EGM, you may submit your question using the Messaging window facility which will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the EGM, which is from **9.00 a.m. on Thursday, 6 January 2022**.

The Chairman/Board will endeavour to respond to relevant questions during the EGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the conclusion of the EGM.

PROXY & LODGEMENT OF PROXY FORM

13. Members who are unable to participate in the EGM remotely, he/she is strongly encouraged to appoint the Chairman of the Meeting as his/her proxy and pre-casted the voting instructions in the Proxy Form.

14. The proxy form must be completed, signed and lodged with the Company via the following, no later than 10.00 a.m. on 4 January 2022:-
- By postal/courier/hand/fax/email deliver to Company's Share Registrar's Office at the following address:-
Boardroom Share Registrars Sdn Bhd
11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya, Selangor Darul Ehsan
Fax No. : 03-7890 4670
Email Address: bsr.helpdesk@boardroomlimited.com
 - Online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, which is free and available to all individual Depositors. Kindly refer to the guidelines below to navigate through the portal:-

Procedures	Actions
Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only) <i>This is a ONE-TIME free registration. If you are already a registered user of Boardroom Smart Investor Portal, you need not register again and may proceed to Step 2 – eProxy Lodgement.</i>	- Access website https://investor.boardroomlimited.com - Click “Register” to sign up as a user. - Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. - Please enter a valid email address and wait for email verification from Boardroom. - Your registration will be verified and approved within one (1) business day and email notification will be provided to you.
Step 2 – eProxy Lodgement	- Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. - Select “RGT BERHAD VIRTUAL EXTRAORDINARY GENERAL MEETING” from the list of Corporate Meetings and click “Enter”. - Click on “Submit eProxy Form”. - Read the terms & conditions and confirm the Declaration by clicking “Next”. - Enter your CDS Account Number and indicate the number of securities. - Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies). - Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your votes. - Review and confirm your proxy(ies) appointment. - Click “Apply”. - Download or print the eProxy Form acknowledgement.

15. The lodging of the Form of Proxy shall not preclude you from personally participating remotely and voting at the EGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the EGM, kindly register your intention to participate remotely via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (Refer to Note 11 - Steps 1 to 3 above). Please note that upon your registration to personally participate remotely in the EGM, your earlier proxy appointment will be deemed revoked. Alternatively, please write in to bsr.helpdesk@boardroomlimited.com to revoke your earlier proxy appointment **no later than Tuesday, 4 January 2022 at 10.00 a.m.**

ENQUIRY

If you have any enquiry prior to the EGM, please contact the following personnel during office hours on Mondays to Fridays, from 8.30 a.m. to 5.30 p.m. (except on public holidays):-

Boardroom Share Registrars Sdn Bhd (Registration Number: 199601006647 (378993-D))
11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya,
Selangor Darul Ehsan
Tel: 603 7890 4700
Fax: 603 7890 4670
Email: bsr.helpdesk@boardroomlimited.com