

ADMINISTRATIVE GUIDE

Day, Date and time of our Nineteenth (19th) Annual General Meeting	Wednesday, 29 November 2023 at 2.30 p.m. or at any adjournment thereof
Broadcast Venue	Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan
Meeting Platform	https://rebrand.ly/MLABS-AGM

1. MODE OF MEETING

The Nineteenth (19th) Annual General Meeting (“**AGM**”) of MLABS Systems Berhad (“**MLABS**” or “**Company**”) will be conducted on a virtual basis held on a virtual basis and entirely via the Remote Participation and Voting (B) Facilities from the Broadcast Venue at Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor.

The broadcast venue of the AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, whereby the main venue of the meeting shall be in Malaysia and the Chairman of the Meeting shall be present at the main venue of the Meeting. Shareholders/proxy(ies) from the public **NOT ALLOWED** to attend the AGM in person at the broadcast venue on the day of the meeting.

2. SHAREHOLDERS’ PARTICIPATION AT THE AGM VIA REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the AGM using the RPV facilities via <https://rebrand.ly/MLABS-AGM>.


A shareholder who has appointed a proxy or attorney or authorised representative to participate at this AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/MLABS-AGM>.

Shareholders are strongly encouraged to take advantage of the RPV Facilities to participate and vote remotely at the AGM. With the RPV Facilities, you may exercise your right as a member of the Company to participate (*including to pose questions to the Board of Directors (“**Board**”) and/or Management of the Company*) and vote at the AGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the AGM.

Details of the RPV Facilities are set out below.

3. PROCEDURES FOR RPV VIA RPV FACILITIES

Please read and follow the requirements and procedures below to engage in remote participation through live streaming and online remote voting at the AGM using the RPV facilities:

Procedures	Action
Before AGM	
a. Register as participant in Virtual AGM 	<ul style="list-style-type: none"> Using your computer, access the website at https://rebrand.ly/MLABS-AGM. Click on the REGISTER link to register as a participant for the AGM. If you are using mobile devices, you can also scan the QR code provided on the left to access the registration page. Click REGISTER and enter your email, followed by NEXT to fill in your details to register for the AGM. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android, and iOS).

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3. PROCEDURES FOR RPV VIA RPV FACILITIES

Procedures		Action
b.	Submit your online registration to participate the AGM remotely	<ul style="list-style-type: none"> Registration for the AGM is open from Tuesday, 31 October 2023 at 5.00 p.m. and the registration will be closed on Tuesday, 28 November 2023 at 2.30 p.m. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV facilities. Clicking on the link will redirect you to the AGM event page. Click on the REGISTER link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name <i>[not applicable to proxy(ies) or corporate representative(s) or attorney(s)]</i>. Kindly fill in the CDS account number and indicate the number of shares you hold. If you have more than one CDS account, please state the CDS account number and indicate the number of shares held separately with a comma (,). Read and agree to the Terms & Conditions and confirm the Declaration. Please review your registration and ensure all information given is accurate before you proceed to click SUBMIT to register for your remote participation. Failure to do so will result in your registration being rejected. System will send an e-mail to notify that your registration for remote participation is received and pending verification. After verification of your registration against the Record of Depositors as at 22 November 2023, the system will send you an e-mail after 23 November 2023 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of the registration for the RPV.)</i></p>
On the day of AGM		
a.	Participating the Virtual AGM	<ul style="list-style-type: none"> Two reminder e-mails will be sent to your inbox. First reminder will be sent one day before the AGM day, while the second reminder will be sent an hour before the commencement of the AGM. <p>Click JOIN EVENT in the reminder email for remote participation at the AGM at any time from 1.30 p.m., i.e. an hour before the commencement of the AGM on Wednesday, 29 November 2023 at 2.30 p.m.</p> <ul style="list-style-type: none"> Please ensure you have downloaded and installed Cisco Webex Meetings application before attending the Virtual AGM.
b.	Participate through Live Streaming	<ul style="list-style-type: none"> You will be given a short briefing on the RPV facilities. Your microphone will be muted throughout the whole session. If you have any question for the Chairman/ Board of Directors, you may use the Q&A PANEL to transmit your questions. The Chairman/ Board of Directors will endeavour to respond to relevant questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. The meeting session will be recorded. Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
c.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman of the Meeting will announce the commencement of the voting session and the end of the voting session of the AGM. A link to vote for the resolution(s) will be posted at the right-hand side of your computer screen under "chat". You are required to access the link and to indicate your votes for the resolutions within the given stipulated time frame. Confirm and click the SUBMIT button upon completion to submit your votes. The decision of votes cannot be changed once it is submitted.
d.	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end.

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4. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 22 November 2023 shall be eligible to participate in the AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the proxy forms and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the AGM must be deposited by hand or post with the Company's Poll Administrator office at ShareWorks Sdn. Bhd. of No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan, not later than **Tuesday, 28 November 2023 at 2.30 p.m.**

All members are strongly encouraged to participate and vote remotely at the AGM using the RPV facilities. The procedures and requisite documents to be submitted by the respective members to facilitate remote participation and voting are summarised below:

(I) For Individual Members

If an individual member is unable to participate the AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(II) For Corporate Members

Corporate members [through the appointment of Corporate Representative(s) or proxy(ies)] who wish to participate and vote remotely at the AGM, please contact the Company's Poll Administrator with the details set out below for assistance and is required to deposit the following documents to the Company's Poll Administrator no later than **Tuesday, 28 November 2023 at 2.30 p.m.:**

- (a) Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- (b) Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
- (c) Corporate Representative's or proxy's email address and mobile phone number.

Upon receipt of such documents, the Company's Poll Administrator will respond to your remote participation request.

If a corporate member [through the appointment of Corporate Representative(s) or proxy(ies)] is unable to participate the AGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(III) For Institutional Members

The beneficiaries of the shares under a Nominee Company's CDS account ("Institutional member(s)") who wish to participate and vote remotely at the AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the AGM. The Nominee Company can contact the Company's Poll Administrator with the details set out below for assistance and is required to deposit the following documents to the Company's Poll Administrator no later than **Tuesday, 28 November 2023 at 2.30 p.m.:**

- (a) Proxy Form under the seal of the Nominee Company;
- (b) Copy of the proxy's MyKad (front and back)/Passport; and
- (c) Proxy's email address and mobile phone number.

Upon receipt of such documents, the Company's Poll Administrator will respond to your remote participation request.

If an institutional member is unable to participate the AGM, the institutional member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

5. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Proxy Form prior to the AGM and subsequently decides to personally participate in the AGM via RPV facilities, the Shareholder must contact the Company's Poll Administrator to revoke the appointment of his/her proxy no later than **Tuesday, 28 November 2023 at 2.30 p.m.**

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6. VOTING AT MEETING

The voting at the AGM will be conducted on a poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"). The Company has appointed ShareWorks Sdn. Bhd. as the Poll Administrator to conduct the poll voting electronically. SharePolls Sdn. Bhd. as Independent Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the voting session announced by the Chairman of the Meeting. Kindly refer to the "**Procedures for RPV via RPV Facilities**" provided above for guidance on how to vote remotely via the RPV facilities.

The Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution tabled for voting is duly passed or otherwise.

7. RESULTS OF THE VOTING

The resolutions proposed at the AGM and the results of the voting for the same will be announced at the AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

8. NO RECORDING OR PHOTOGRAPHY

By participating at the AGM, you agree that no part of the AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electrical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

9. NO DOOR GIFT/ ANY VOUCHER

There will be NO distribution of door gifts or any vouchers.

10. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during normal business hours on Mondays to Fridays (except on public holidays):

(i) For Registration, logging in and system related:

Mlabs Research Sdn. Bhd.

Name : Ms Eris/ Mr. Calvin
 Contact No. : 03-7688 1013
 Email : vgm@mlabs.com

(ii) For Proxy Form and other matters:

ShareWorks Sdn. Bhd.

Name : Mr. Kuo / Mr. Taufiq
 Contact No. : 03-6201 1120
 Email : ir@shareworks.com.my