



**CHOO BEE METAL INDUSTRIES BERHAD**  
Registration No. 197101000234 (10587-A)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR  
2024 ANNUAL GENERAL MEETING ("AGM" OR "MEETING")**

**1. Details of 2024 AGM**

Date	: Thursday, 20 June 2024
Time	: 10:00 a.m.
Venue	: Online Meeting Platform at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC – D6A357657)

The Company will be using Boardroom Share Registrars Sdn. Bhd.'s ("**Boardroom**") Lumi AGM solution which is available on the designated link at <https://meeting.boardroomlimited.my>. Shareholders are reminded to kindly check announcements for the latest announcements or updates, if any, regarding the status of the AGM.

**2. Mode of Meeting**

- 2.1 With reference to the revised '*Guidance and FAQs on the Conduct of General Meetings for Listed Issuers*' issued by the Securities Commission Malaysia ("SC's Guidance") on 16 July 2021, listed issuers are encouraged to continue leveraging technology in conducting general meetings beyond Movement Control Order.
- 2.2 In addition, in line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a fully virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors 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.
- 2.3 Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting is dependent on your internet bandwidth and stability of your internet connection

**3. Entitlement to Participate and Vote**

Only a depositor whose name appears on the Record of Depositors of Choo Bee Metal Industries Berhad as at 10 June 2024 shall be entitled to attend the AGM via RPV facilities or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form. A proxy must be 18 years and above and need not be a member of the Company.



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**4. Lodgement of Proxy Form**

- 4.1 If you are unable to attend the AGM and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form at the office of the Company's Share Registrar, **Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 18 June 2024 at 10.00 a.m. Any alteration to the Form of Proxy must be initialled.
- 4.2 Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 18 June 2024 at 10.00 a.m. For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

**Step 1 Register Online with Boardroom Smart Investor Portal  
(for first time registration only)**

*(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)*

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- b. Go to Boardroom Smart Investor Portal website @ <https://investor.boardroomlimited.com>.
- c. Click **<<Register>>** to sign up for a BSIP account.
- d. Complete registration with all required information. Upload and attached your MyKAD front and back image or Passport in JPEG, PNG or PDF format. For corporate holder, kindly attach the authorisation letter as well. Click **<<Sign Up>>**.
- e. You will receive an e-mail from BSIP Online for e-mail address verification. Click on **<<Verify E-mail Address>>** from the e-mail received to proceed with the registration.
- f. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **<<Request OTP Code>>** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **<<Enter>>** to complete the process.
- g. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- h. An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.



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**Step 2 eProxy Lodgement**

**For Individual/ Corporate Shareholders**

- (a) Open an internet browser. Latest versions of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- (b) Access BSIP website at <https://investor.boardroomlimited.com>.
- (c) Login with your User ID (registered email address) and password. **[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to Step 1 above.]**
- (d) Select and click on <<Meeting Event>>.
- (e) Go to "**CHOO BEE METAL INDUSTRIES BERHAD 2024 ANNUAL GENERAL MEETING**" and click <<Enter>>.

**(i) To attend the virtual meeting**

- (a) Click on <<Register for RPEV>>.
- (b) Read and agree to the Terms & Conditions and click <<Next>>.
- (c) Enter your CDS account number and click <<Submit>> to complete your request.

**(ii) To appoint proxy**

- (a) Click on <<Submit eProxy Form>>.
- (b) Select the company you would like to be represented (if more than one, for Corporate Shareholder).
- (c) Enter your CDS Account Number and number of securities held.
- (d) Select your proxy – either the Chairman of the meeting or individual named proxy(ies).
- (e) Read and accept the General Terms and Conditions by clicking <<Next>>.
- (f) Enter the required particulars of your proxy(ies).
- (g) Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click <<Apply>>.
- (j) Download or print the eProxy Form as acknowledgement.

**Note for Corporate Shareholder:** If you are the authorised representative for more than one (1) corporate shareholder, kindly click the home button and select <<Edit Profile>> in order to add Company name.

**For Corporate Shareholder (via email)**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.



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**For Authorised Nominee and Exempt Authorised Nominee**

- (i) Via BSIP
- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera is recommended.
  - (b) Access BSIP website at <https://investor.boardroomlimited.com>.
  - (c) Login with your User ID (registered email address) and password. **[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to Step 1 above.]**
  - (d) Select and click on <<Meeting Event>>.
  - (e) Go to "**CHOO BEE METAL INDUSTRIES BERHAD 2024 ANNUAL GENERAL MEETING**" and click <<Enter>>.
  - (f) Click on <<Submit eProxy Form>>.
  - (g) Select the company you would like to be represented (if more than one).
  - (h) Proceed to download the file format for <<Submission of Proxy Form>>.
  - (i) Prepare the file for the appointment of proxy(ies) by inserting the required data.
  - (j) Proceed to upload the duly completed Proxy Appointment file.
  - (k) Review and confirm your proxy(ies) appointment and click <<Submit>>.
  - (l) Download or print the eProxy form as acknowledgement.

**Note:** If you are the authorised representative for more than one (1) authorised nominee / exempt authorised nominee, kindly click the home button and select <<Edit Profile>> in order to add Company name.

(ii) Via email

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit the request.

Note: Closing for proxy form submission is at 10.00 a.m of 18 June 2024 (48 hours before the AGM)

- (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 General Meeting ROD as at 10 June 2024, you will receive an email from Boardroom indicating whether your registration for remote participation has been approved or rejected.
- (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, 18 June 2024 at 10.00 a.m.

- 4.3 If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.



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**5. Revocation of Proxy**

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write into [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

**6. Voting Procedures**

6.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- (ii) Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>.

6.2 During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.

6.3 For the purpose of this AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

6.4 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

6.5 The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.




**7. Virtual Meeting Facilities**

7.1 Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the virtual meeting facilities to participate and vote remotely at the AGM. You will be able to view a live webcast of the Meeting proceedings, ask questions and submit your votes in real-time whilst the Meeting is in progress.

7.2 Kindly follow the steps below to request for your login ID and password and usage of the RPEV facility:-



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On the day of the AGM		
1.	Login to Meeting Platform	<p>(a) The Meeting Platform will be opened for login one (1) hour before the commencement of the AGM.</p> <p>(b) The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> <li>➤ Scan the QR Code provided in the user login guide.</li> <li>➤ Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> <p>Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>
2.	Participate	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i></p> <p>(a) If you would like to view the live webcast, select the .</p> <p>(b) If you would like to ask a question during the AGM, select the messaging icon. .</p> <p>(c) Type your message within the chat box and click the <b>&lt;&lt;Send&gt;&gt;</b> button once completed.</p> <p>Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 2024 AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.</p>
3.	Voting	<p>(a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>(b) To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, simply select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press <b>&lt;&lt;Cancel&gt;&gt;</b>.</p>
4.	End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end.</p> <p>(b) You can now logout from the Meeting Platform.</p>

**8. Internet Connection**

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.



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**9. Gift Policy**

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate at this virtual AGM.

**10. Recording or Photography**

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

**11. Enquiries**

If you have any enquiries prior to the AGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13,  
46200 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia.  
Tel. No. : 603-7890 4700  
Email : bsr.helpdesk@boardroomlimited.com