

WILLOWGLEN

AGM ADMINISTRATIVE DETAILS

WILLOWGLEN MSC BERHAD

Registration No. 199801006521 (462648-V)

TWENTY-SECOND ANNUAL GENERAL MEETING (“22ND AGM”)

Date	:	Tuesday, 28 July 2020
Time	:	10.00 a.m.
Broadcast Venue	:	Board Room, No. 1, Jalan 2/149B, Taman Sri Endah, Bandar Baru Sri Petaling, 57000 Kuala Lumpur
Meeting Platform	:	https://www.sshsb.net.my/login.aspx

MODE OF MEETING

In view of the COVID-19 outbreak and as part of the best health practices, the 22nd AGM of the Company will be conducted on a fully virtual basis online via **Securities Services e-Portal** at <https://www.sshsb.net.my/>.

This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (and subsequent revisions on 14 May 2020 and 11 June 2020).

Kindly be advised that the Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, where the Chairman shall be present at the main venue of the AGM.

No shareholders/proxies from the public should be physically present or admitted at the Broadcast Venue on the day of the 22nd AGM.

Registered Shareholders/Proxies/Corporate Representative/Attorney are able to participate, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 22nd AGM via eLive and eVoting facilities provided by Securities Services e-Portal.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears in the ROD as at 21 July 2020 shall be entitled to participate the 22nd AGM or appoint proxies to participate and/or vote on his/her behalf.

POLL VOTING

The voting at the 22nd AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SS E Solutions Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Commercial Quest Sdn. Bhd. as Scrutineers to verify the poll results. The voting module has been made accessible to all shareholders and proxies to submit your votes from the commencement of the meeting and shall close upon the closure of the voting session to be announced by the Chairman of the meeting. Upon completion of the voting session for the meeting, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

RESULTS OF THE VOTING

Results of the voting on the resolutions proposed at the 22nd AGM will be announced at the AGM and subsequently, via an announcement made by the Company through Bursa Malaysia at <https://www.bursamalaysia.com>

RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 22nd AGM is allowed.

REFRESHMENT AND DOOR GIFT

There will be no refreshment and distribution of door gifts for the participation in the 22nd AGM.

PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA SSeP

BEFORE THE MEETING

FIRST, register as a User of **Securities Services e-Portal**

ALL USERS MUST REGISTER AT LEAST TWO (2) WORKING DAYS BEFORE THE CLOSING OF PROXY FORM SUBMISSION OR REGISTRATION FOR REMOTE PARTICIPATION AT MEETING ONLINE I.E., BY 23 JULY 2020, AS ONE (1) WORKING DAY IS REQUIRED TO PROCESS ALL PORTAL USER REGISTRATIONS.

- Step 1 Visit <https://www.sshsb.net.my/login.aspx>
- Step 2 Register as a user - registration is free
- Step 3 Wait for our notification email that will be sent within one (1) working day
- Step 4 Verify your user account within seven (7) days of the notification email and log in

- This is a **ONE-TIME** registration. If you are already a registered user of **Securities Services e-Portal**, you need not register again.
- Your email address is your User ID.

SECOND, once you have successfully registered as a User of **Securities Services e-Portal**, log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password

Where you wish to participate remotely at the meeting	Where you wish to appoint proxy(ies) to participate remotely on your behalf
Register for remote participation at the meeting [Refer to (A) below]	Submit your e-Proxy Form online [Refer to (B) below] (or you may also submit the hard copy Form of Proxy)

(A) REGISTRATION FOR REMOTE PARTICIPATION AT MEETING

Meeting	Registration for Remote Participation Closing Date and Time
22nd AGM on Tuesday, 28 July 2020 at 10:00 a.m.	Sunday, 26 July 2020 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **22nd AGM on 28 July 2020 at 10:00 a.m. – Registration for Remote Participation** under Corporate Exercise / Event and click ">" to register for remote participation at the meeting

Step 1 Check if you are attending as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.

Step 2 Enter your CDS account number or the body corporate’s CDS account number.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- You need to register for remote participation for **every CDS account(s)** you have or represent as an individual shareholder or corporate or authorised representative.
- As the meeting will be conducted on a fully virtual basis and only the Chairman will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

(B) SUBMISSION OF e-PROXY FORM

Meeting	Proxy Form Submission Closing Date and Time
22nd AGM on Tuesday, 28 July 2020 at 10:00 a.m.	Sunday, 26 July 2020 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **22nd AGM on 28 July 2020 at 10:00 a.m. – Submission of Proxy Form** under Corporate Exercise / Event and click “>” to submit your proxy forms online for the meeting by the submission closing date and time above.

Step 1 Check if you are submitting the proxy form as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above.

Step 2 Enter your CDS account number or the body corporate’s CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).

You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.

Step 3 Proceed to indicate how your votes are to be casted against each resolution.

Step 4 Review and confirm your proxy form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **My Records** (refer to the left navigation panel).
- You need to submit your e-Proxy Form for **every CDS account(s)** you have or represent.

PROXIES

All appointed proxies need not register for remote participation under (A) above but will **need to register as Users** of the e-Portal at least two (2) working days before the submission closing date and time for proxy forms i.e., **by 23 July 2020**. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

ON THE DAY OF THE MEETING

Log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password

JOINING THE LIVE STREAM MEETING (eLive)

Meeting	eLive Access Date and Time
22nd AGM on Tuesday, 28 July 2020 at 10:00 a.m.	Tuesday, 28 July 2020 at 9:30 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **22nd AGM on 28 July 2020 at 10:00 a.m. – Live Stream Meeting** under Corporate Exercise / Event and click “>” to join the meeting
- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/relevant adviser will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

REMOTE ONLINE VOTING DURING THE MEETING (eVoting)

Meeting	eVoting Access Date and Time
22nd AGM on Tuesday, 28 July 2020 at 10:00 a.m.	Tuesday, 28 July 2020 at 10:00 a.m.

- Look for **Willowglen MSC Berhad** under Company Name and **22nd AGM on 28 July 2020 at 10:00 a.m. – Remote Voting** under Corporate Exercise / Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the meeting

Step 1 Cast your votes by clicking on the radio buttons against each resolution

Step 2 Review your casted votes and confirm and submit the votes

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close when the Chairman announces the closing of all voting at the respective meeting.
- A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).

ENQUIRY

If you have any enquiry, please contact the following personnel during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

SS E Solutions Sdn Bhd

- Mr. Wong Piang Yoong (DID: +603 2084 9168)
- Mr. Yeow Lip Lin (DID: +603 2084 9006)
- Mr. Jerry Tan Hor Seng (DID: +603 2084 9165)
- Ms. Lee Pei Yeng (DID: +603 2084 9169)
- Ms. Yuli Chew Lai Ping (DID: +603 2084 9008)
- General line (DID: +603 2084 9000) - request for e-Services Assistance.

Alternatively, you may email to eservices@sshsb.com.my.