



WELLCALL HOLDINGS BERHAD
(Registration No. 200501025213 (707346-W))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EIGHTEENTH ANNUAL GENERAL MEETING (18TH AGM)

ADMINISTRATIVE DETAILS FOR SHAREHOLDERS PARTICIPATING THE EIGHTEENTH ANNUAL GENERAL MEETING OF WELLCALL HOLDINGS BERHAD (“18th AGM”)

Day, Date	:	Friday, 23 February 2024
Time	:	10:00 a.m.
Broadcast Venue	:	Meeting Room, Millennium VIII, Level 3, Hotel Grand Millennium Kuala Lumpur, 160 Bukit Bintang, 55100 Kuala Lumpur, Malaysia.
Online Meeting Platform	:	www.symphonycorporateservices.com.my provided by Symphony Corporate Services Sdn Bhd (“ Symphony ”) (Domain Registration No. D1C534619)

MODE OF MEETING

In compliance with Section 327(2) of the Companies Act 2016 and the Securities Commission Malaysia's Guideline, the 18th AGM of the Company shall be conducted online and all meeting participants including the Chairman of the Meeting, Board of Directors, senior management, shareholders and proxies shall participate in the meeting via the online meeting platform located in Malaysia.

NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS from the public shall be physically present nor admitted at the Broadcast Venue on the day of the 18th AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants at the 18th AGM. Hence, participants are to ensure that internet connectivity throughout the duration of the meeting is maintained.

RPV FACILITIES

Shareholders are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, “**participate**”) at the 18th AGM using the RPV Facilities provided by Propoll Solutions Sdn Bhd, the Poll Administrator of the 18th AGM, via its website at www.symphonycorporateservices.com.my (Domain Registration No. D1C534619) (“**Symphony Portal**”).

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 18th AGM. Shareholders may also submit questions to the Board of Directors (“**Board**”) prior to the 18th AGM by emailing to agm2024@wellcall.com.my not later than 10:00 a.m. on 21 February 2024 or via the Q&A platform in the Symphony Portal from 10:00 a.m. on 16 February 2024 up to 9:30 a.m. on 23 February 2024. If there is time constraint in answering the questions during the 18th AGM, the answers will be published in Wellcall Holdings Berhad's corporate website at www.wellcallholdings.com under Corporate Information's page, after the 18th AGM.

If you wish to submit your questions through the Q&A platform via the Symphony Portal, you must first register as a user at the Symphony Portal. Thereafter, you may select “My Virtual Meeting” under the Main Menu and click on the Q&A platform to post your question(s).

ADMINISTRATIVE GUIDE FOR THE EIGHTEENTH ANNUAL GENERAL MEETING (18TH AGM) (CONT'D)

PROCEDURES FOR RPV FACILITIES

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 18th AGM remotely using the RPV Facilities, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of the 18th AGM	
(i) Register as a User	<ul style="list-style-type: none"> • Access the Symphony Portal at www.symphonycorporateservices.com.my • Click <<Login/Register>> followed by <<Register New User>> to register as a new user. • Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport. • Read and agree to the terms & conditions and thereafter, submit your registration. • Please enter a valid email address in order for you to receive the verification email from the Symphony Portal. • Your registration will be verified and approved by the Symphony Portal. Once approved, an email notification will be sent to you. • If you are already a user with the Symphony Portal, you are not required to register again. • You may pre-submit your questions: <ul style="list-style-type: none"> (i) using the Symphony Portal from 10:00 a.m. on 16 February 2024 up to 9:30 a.m. on 23 February 2024 or (ii) to the Board prior to the 18th AGM by emailing to agm2024@wellcall.com.my no later than 10:00 a.m. on 21 February 2024.
(ii) Submit your Question	
On the day of the 18th AGM	
(iii) Login to Symphony Portal at www.symphonycorporateservices.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 18th AGM at any time from 9:30 a.m., i.e. 30 minutes before the commencement of the 18th AGM. • If you have forgotten your password, you can reset it by clicking on "Forgot Password".
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> • Select <<My Virtual Meeting>> under Main Menu • Click <<Join Meeting>> located next to the event. • Please click on the video link and key in the password provided to you in the email notification from the Symphony Portal in order to join the live streaming of the 18th AGM. • If you have any question(s) during the 18th AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 18th AGM ("Chairman") / Board / Management will try to respond to all relevant questions submitted during the 18th AGM. If there is time constraint in answering the questions during the 18th AGM, the responses will be published in Wellcall Holdings Berhad's website at the earliest possible time after the end of the 18th AGM • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location..

ADMINISTRATIVE GUIDE FOR THE EIGHTEENTH ANNUAL GENERAL MEETING (18TH AGM) (CONT'D)

PROCEDURES FOR RPV FACILITIES (CONT'D)

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 18th AGM remotely using the RPV Facilities, are to follow the requirements and procedures as summarised below: (Cont'd)

Procedures	Action
Before the day of the 18th AGM	
(v) Online Remote Voting	<ul style="list-style-type: none"> • Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. • Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(vi) End of the RPV Facilities	<ul style="list-style-type: none"> • The RPV Facilities will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 18th AGM

Notes to users of the RPV Facilities:

- (a) *Should your registration to join the 18th AGM be approved, we will make available to you the rights to join the live streamed 18th AGM and to vote remotely using the RPV Facilities. Your login to the Symphony Portal on the day of the 18th AGM will indicate your presence at the 18th AGM.*
- (b) *If you encounter any issue with your online registration at the Symphony Portal, please call +6016-439 7718/+6010-526 5490 or e-mail to symphonycorporateservices@gmail.com for assistance.*

PROXY

1. The 18th AGM will be conducted on a fully virtual basis. If you are unable to participate the 18th AGM, you may appoint your proxy or the Chairman as proxy and indicate the voting instructions in the Proxy Form.
2. If you wish to appoint proxy(ies) to participate in the 18th AGM using the RPV Facilities, please submit your Proxy Form, either by hand or by post to the following address, not less than 48 hours before the time appointed for holding the 18th AGM or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

Symphony Corporate Services Sdn Bhd

S-4-04, The Gamuda Biz Suites,
Jalan Anggerik Vanilla 31/99,
Kota Kemuning,
40460 Shah Alam,
Selangor Darul Ehsan.

3. You can also have the option to submit the proxy appointment electronically via Symphony Portal at website www.symphonycorporateservices.com.my before the Proxy Form submission cut-off time as mentioned in the above. For further information on the electronic submission of Proxy Form, kindly refer to www.symphonycorporateservices.com.my website.
4. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to **Symphony Corporate Services Sdn Bhd** not less than 48 hours before the time appointed for holding the 18th AGM or any adjournment thereof, in order to participate in the 18th AGM via the RPV Facilities.

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PROXY (CONT'D)

5. Attorneys appointed by power of attorney are to deposit their power of attorney to **Symphony Corporate Services Sdn Bhd** not less than 48 hours before the time appointed for holding the 18th AGM or any adjournment thereof, in order to participate in the 18th AGM via the RPV Facilities.
6. Shareholders who have appointed a proxy or attorney or authorised representative to participate at the 18th AGM via the RPV Facilities must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Symphony Portal prior to the 18th AGM.

POLL VOTING

1. The voting at the 18th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Wellcall Holdings Berhad has appointed Symphony Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facilities and Propoll Solutions Sdn Bhd as Scrutineers to verify the poll results.
2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) above for the online remote voting procedures using the RPV Facilities.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 18th AGM by yourself, please write in to **Symphony Corporate Services Sdn Bhd** to revoke the earlier appointed proxy 48 hours before the time appointed for holding the 18th AGM.

RECORDING

Unauthorised recording of the proceedings of the 18th AGM is strictly prohibited.

RECORD OF DEPOSITORS (“ROD”) FOR THE 18th AGM

Only shareholders whose names appear on the ROD as at 15 February 2024 at 5.00 p.m. shall be entitled to participate or appoint proxy(ies) to participate at the 18th AGM via the RPV Facilities.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the 18th AGM.

ANNUAL REPORT 2023 AND CIRCULAR TO SHAREHOLDERS

The following documents are available to be viewed and downloaded from the Company's website at <https://www.wellcallholdings.com/AGM2024.aspx> or scan the QR code below:-

1. Notice of 18th AGM
2. Proxy Form
3. Administrative Guide for the 18th AGM
4. Annual Report 2023
5. Corporate Governance Report 2023
6. Circular to Shareholdings



**ADMINISTRATIVE GUIDE
FOR THE EIGHTEENTH ANNUAL GENERAL MEETING (18TH AGM)
(CONT'D)**

ENQUIRIES

If you have any enquiry relating to the 18th AGM, please contact any of the following person during office hours from 9:00 a.m. to 6:00 p.m. on Mondays to Fridays:

- (a) Mr. Eric Tan(Tel: +6016-439 7718/+6010-526 5490 or
E-mail: symphonycorporateservices@gmail.com)

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with Symphony Portal for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the 18th AGM using the RPV Facilities, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.