



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

ADMINISTRATIVE GUIDE

FOR THE FIFTHTEENTH ANNUAL GENERAL MEETING (“15TH AGM”)

Your safety is the top priority of Wellcall Holdings Berhad (“Wellcall”). Due to the rising COVID-19 cases, Wellcall deems it necessary to conduct the AGM virtually through live streaming from the Broadcast Venue to minimise the risk of community spread of the pandemic. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting.

Shareholders / Proxies / Corporate Representatives **ARE NOT ALLOWED** to be physically present at the Broadcast Venue on the day of the 15th AGM. Since the 15th AGM will be held virtually, there will be no door gifts or food vouchers for the shareholders or proxies. Your kind understanding during this challenging time is much appreciated.

Please find below, the necessary steps to be undertaken to participate in the AGM virtually:-

1. Remote Participating and Voting (“RPV”)

RPV will facilitate the convening of the meeting virtually, and allow the participants to view a live webcast of the Meeting, raise their questions (if any) to the Board of Directors and submit their votes in real time using the said facility provided by One Capital Services Sdn. Bhd. (“One Capital”).

Step 1: Kindly follow the directions below to request for the login ID and password:

- (i) Shareholder to visit the website of One Capital at <http://www.onecapital.com.my>, or send an email to info@onecapital.com.my, to submit the request for RPV access.
- (ii) Once a shareholder has emailed his/her request through info@onecapital.com.my, or contacted One Capital and provided an email address, a meeting invitation will be sent to the shareholder after the ROD entitlement.
- (iii) The shareholder will then be guided to provide his/her name, NRIC and CDS account number for registration purposes.
- (iv) The shareholder will receive a confirmation of successful registration with the meeting login and password, or a rejection of the registration, if there are errors.

* *Please note that the closing time to submit your request is at 10.00 a.m. on **Saturday, 20 February 2021** (48 hours before the 15th AGM).*

Step 2: Log in to Virtual Meeting

Please note that the quality of the connectivity to Virtual Meeting for live web cast, 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 participants. Therefore, it is the members’ responsibility to ensure that connectivity for the duration of the meeting is maintained.

- The Virtual Meeting will be opened for log in starting an hour (1 hour) before the commencement of the 15th AGM at 10.00 a.m. on 22 February 2021.
- Follow the steps given to you in the email along with your remote access user ID and password to log in to the Virtual Meeting.
- The steps will also guide you on how to view the live web cast, ask questions and vote.
- As the 15th AGM is a fully virtual AGM, members who are unable to participate in our virtual / online 15th AGM can appoint another person or the Chairman of the meeting as his/her proxy to vote on their behalf in accordance with their instruction in the Proxy Form.
- Members who appoint proxies to participate via RPV in the 15th AGM must ensure that the duly executed proxy forms are deposited at the office of the Company’s Share Registrar, One Capital Market Services Sdn. Bhd. at Level 18, Plaza VADS, No. 1, Jalan Tun Mohd Fuad, Taman Tun Dr. Ismail, 60000 Kuala Lumpur, Wilayah Persekutuan or Fax : **03 7732 7997** no later than **Saturday, 20 February 2021 at 10.00 a.m.**
- Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to One Capital not later than **Saturday, 20 February 2021 at 10.00 a.m.**, to participate via RPV in the 15th AGM.
- Attorneys appointed by power of attorney are to deposit their power of attorney with One Capital not later than **Saturday, 20 February 2021 at 10.00 a.m.**, to participate via RPV in the 15th AGM.

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2. Voting Procedure

- (a) Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements (“MMLR”) of Bursa Malaysia Securities Berhad. The Company has appointed One Capital as Poll Administrator to conduct the poll by way of RPV.
- (b) During the AGM, the Chairman will invite the Poll Administrator to do a briefing on the RPV procedures. 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.
- (c) For the purposes of this 15th AGM, RPV will be carried out via smart mobile phones, tablets or personal computer / laptops.
- (d) The members and proxies can use their personal devices to vote remotely by accessing the link that will be provided via email.
- (e) The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

In accordance with the Company’s Constitution, Members are entitled to vote at the online AGM either personally or by proxy, based on the General Meeting ROD. Any eligible Voting Member who is unable to participate electronically is entitled to appoint another person, or the Chairman of the meeting, to vote in accordance with his/her voting instructions as indicated in the Proxy Form.

3. Participation Through Live Webcast, Question and Voting Via RPV

The Chairman and the Board of Directors will endeavour to respond to the questions submitted by Members which are related to the resolutions to be tabled at the 15th AGM. Shareholders are reminded to cast their votes before the poll is closed.

4. Presentation at the RPV (recording or photography not allowed)

Members who participate at the Virtual 15th AGM are able to view the Company’s presentation, or slides, via the live web-streaming, if any. However, unauthorised recording and photography of the proceedings of the 15th AGM are strictly prohibited.

5. Communication Guidance

Shareholders are also reminded to check the Company’s website and announcements for any latest development regarding the 15th AGM.

6. Request for a Hardcopy of the Annual Report

We are now able to communicate with you electronically following amendments to the MMLR of Bursa Malaysia Securities Berhad. Join us in our commitment to promote sustainable practices by viewing and/or downloading these documents on our website at <https://www.wellcallholdings.com> :-

- Wellcall Holdings Berhad Annual Report 2020
- Notice of the 15th AGM and Form of Proxy
- Circular to Shareholders in relation to the Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
- Requisition Form for printed copy of documents

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In an effort to reduce paper consumption, we urge shareholders to refer to the softcopy version of the Annual Report. However, if you do require a printed copy, please complete the Requisition Form and mail it to us. A hardcopy of the report will be sent to you by mail upon receipt of your request. Alternatively, you may directly request for a printed copy from Haresha binti Mohd Firdauz or Nur Atiqah binti Mohd Arif of One Capital whose contact details are listed below.

Phone : 03 7735 5770 Ext 5769 / 5786
Fax : 03 7732 7997
Email : Haresha.Firdauz@onecapital.com.my / Atiqah.Arif@onecapital.com.my
Website : www.onecapital.com.my/

ENQUIRY

If you have any enquiries regarding the above, please email to agm2021@wellcall.com.my.