



GAGASAN NADI CERGAS BERHAD

Registration No. 201701024800 (1238966-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SEVENTH ANNUAL GENERAL MEETING (“7th AGM”)

Day, Date and Time : Thursday, 6 June 2024 at 10.00 a.m.

**Online Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my> (Domain Registration No. MYNIC: D1A282781)
Provided by Tricor Investor & Issuing House Services Sdn. Bhd. in Malaysia**

MODE OF MEETING

The Company’s 7th AGM will be conducted on a fully virtual basis through live streaming and Online Meeting Platform via Remote Participation and Voting (“RPV”) facilities provided by Tricor investor & Issuing House Services Sdn Bhd. (“Tricor”)

An online meeting platform can be recognized as the meeting venue or place under Section 327(2) of Companies Act 2016 if the online platform is in Malaysia and all meeting participants including Chairman of the meeting, Board members, senior management and shareholders are to participate in the meeting online.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 7th AGM using RPV facilities from Tricor.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 7th AGM using the RPV facilities:

	Procedure	Action
BEFORE THE 7TH AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one (1) working day and you will be notified via e-mail.If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.

	Procedure	Action
(b)	Submit your request to attend AGM remotely	<ul style="list-style-type: none"> • Registration is open from Monday, 29 April 2024 until the day of AGM on Thursday, 6 June 2024. 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 in the AGM using the RPV. • Login with your user ID (i.e. email address) and password and select the corporate event: "(REGISTRATION) GAGASAN NADI CERGAS 7TH AGM". • Read and agree to the Terms & Conditions and confirm the Declaration. • Select "Register for Remote Participation and Voting". • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at 29 May 2024, the system will send you an e-mail after 4 June 2024 to approve or reject your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i>
ON THE 7TH AGM DAY (6 JUNE 2024)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the AGM on Thursday, 6 June 2024 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: "(LIVE STREAM MEETING) GAGASAN NADI CERGAS 7TH AGM" to engage in the proceedings of the AGM remotely. • If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to 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.
(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 10.00 a.m. on Thursday, 6 June 2024 until a time when the Chairman announces the end of the session. • Select the corporate event: "(REMOTE VOTING) GAGASAN NADI CERGAS 7TH AGM" or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	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.

NOTE TO USERS OF THE RPV FACILITIES:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

ENTITLEMENT TO PARTICIPATE/GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only members whose names appear on the Record of Depositors as at 29 May 2024 shall be eligible to participate, speak and vote at the 7th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

APPOINTMENT OF PROXY/ CORPORATE REPRESENTATIVE/ ATTORNEY

- If you are not able to participate in the 7th AGM, you are encourage to appoint the Chairman of the Meeting as your proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 7th 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.
- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 7th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 4 June 2024 at 10.00 a.m.** or any adjournment thereof, otherwise the Proxy Form shall not treated as valid:

(i) In Hard copy:

By hand or post to the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By Electronic form:

All shareholders can have the option to submit Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tjih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: “GAGASAN NADI CERGAS 7TH AGM- Submission of Proxy Form”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. • Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. • Review and confirm your proxy(s) appointment. • Print the form of proxy for your record.

Procedure	Action
ii. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online at https://tiih.online ▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". ▪ Complete the registration form and upload the required documents. ▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days. ▪ Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate event: "GAGASAN NADI CERGAS 7TH AGM - Submission of Proxy Form" ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Login to TIIH Online, select corporate event: "Gagasan Nadi 7TH AGM - Submission of Proxy Form". ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select "Submit" to complete your submission. ▪ Print the confirmation report of your submission for your record.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 7th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Tuesday, 4 June 2024 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 7th AGM.

ANNUAL REPORT 2023 & CORPORATE GOVERNANCE REPORT 2023

The Company's Annual Report 2023 and Corporate Governance Report 2023 are available at the Company's website at <https://nadicergas.investor.net.my/annual-reports/>

Should you require a printed copy of the Annual Report and/or Circular to Shareholders, please request at our Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses given below. We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the AGM since the meeting is being conducted on a fully virtual basis.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

RECORDING OR PHOTOGRAPHY

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

ENQUIRY

If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday, except on public holidays).

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