

**Administrative Details for the Second Annual General Meeting (“2<sup>nd</sup> AGM”) of DC Healthcare Holdings Berhad**

|                      |   |  |
|----------------------|---|--|
| Meeting Day and Date | : | Tuesday, 11 June 2024  |
| Time                 | : | 11.00 a.m.   |
| Meeting Platform     | : | TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> |

**MODE OF MEETING**

The 2<sup>nd</sup> AGM of the Company will be conducted entirely through live streaming and online voting via Remote Participation and Voting (“RPV”) facilities via TIIH Online website at <https://tiih.online>.

**RPV FACILITIES**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 2<sup>nd</sup> AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its TIIH Online website at <https://tiih.online>. Please refer to Procedures for RPV facilities.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 2<sup>nd</sup> AGM via RPV facilities shall request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV facilities at TIIH Online website at <https://tiih.online>. Please refer to Procedures for RPV facilities.

As the 2<sup>nd</sup> AGM is a virtual AGM, shareholders who are unable to participate in this 2<sup>nd</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

**PROCEDURES FOR RPV FACILITIES**

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 2<sup>nd</sup> AGM using the RPV facilities:

**Before the AGM Day**

| Procedure                                       | Action   |
|---|--|
| i. Register as a user with TIIH Online          | <ul style="list-style-type: none"> <li>Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” and select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user of TIIH Online, you are not required to register again. You will receive an e-mail to notify you that remote participation is available for registration at TIIH Online.</li> </ul>  |
| ii. Submit your registration for RPV facilities | <ul style="list-style-type: none"> <li>Registration is open from <b>Tuesday, 30 April 2024</b> until the day of 2<sup>nd</sup> AGM on Tuesday, 11 June 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 2<sup>nd</sup> AGM to ascertain their eligibility to participate in the 2<sup>nd</sup> AGM using the RPV.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(Registration) DC HEALTHCARE HOLDINGS BERHAD 2ND AGM</b>”</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> your registration for remote participation is received and pending verification.</li> <li>After verification of your registration against the Record of Depositors as at 4 June 2024, you will receive an email notification after 9 June 2024 approving your registration for remote participation and the procedures to use the RPV facilities are detailed therein. In the event your registration is not approved, you will also be notified via email.</li> </ul> <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online and registration for RPV facilities.)</i></p> |

## On the AGM Day

| Procedure                              | Action   |
|--|--|
| i. Login to TIIH Online                | <ul style="list-style-type: none"><li>Login with your user ID and password for remote participation at the 2<sup>nd</sup> AGM at any time from 10.00 a.m. i.e. 60 minutes before the commencement of meeting at 11.00 a.m. on Tuesday, 11 June 2024</li></ul>  |
| ii. Participate through Live Streaming | <ul style="list-style-type: none"><li>Select the corporate event:<br/><b>(Live Stream Meeting) DC HEALTHCARE HOLDINGS BERHAD 2<sup>ND</sup> AGM</b> to engage in the proceedings of the AGM remotely.</li><li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the AGM. If there is a time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li></ul>   |
| iii. Online remote voting              | <ul style="list-style-type: none"><li>Voting session commences from 11.00 a.m. on Tuesday, 11 June 2024 until a time when the Chairman announces the end of the session.</li><li>Select the corporate event:<br/><b>(Remote Voting) DC HEALTHCARE HOLDINGS BERHAD 2<sup>ND</sup> AGM</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Select the CDS account that represents your shareholdings.</li><li>Indicate your votes for the resolutions that are tabled for voting.</li><li>Confirm and submit your votes.</li></ul> |
| v. End of remote participation         | <ul style="list-style-type: none"><li>Upon the announcement by the Chairman on the conclusion of the 2<sup>nd</sup> AGM, the Live Streaming will end.</li></ul>  |

### Note to users of the RPV facilities:

- (i) Should your registration for RPV facilities 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.
- (ii) 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.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169/ 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

- Only members whose names appear on the Record of Depositors as at 4 June 2024 shall be eligible to attend, speak and vote at the 2<sup>nd</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 2<sup>nd</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 2<sup>nd</sup> AGM yourself, please do not submit any Form of Proxy for the 2<sup>nd</sup> AGM. You will not be allowed to participate in the 2<sup>nd</sup> 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 AGM shall be deposited or submitted by hand or post to the office of the Share Registrar, 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 or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not later than **Sunday, 9 June 2024 at 11.00 a.m.**
- Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

- Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with Tricor’s Office or Customer Service Centre no later than **Sunday, 9 June 2024 at 11.00 a.m.** to participate via RPV facilities in the 2<sup>nd</sup> AGM. A copy of the power of attorney may be accepted provided that it is notarised in compliance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
- For a corporate member who has appointed a representative, please deposit the ORIGINAL certificate of appointment with Tricor’s Office or Customer Service Centre to participate via RPV facilities in the 2<sup>nd</sup> AGM. The certificate of appointment should be executed in the following manner:
  - (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
  - (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
    - a) at least two (2) authorised officers, of whom one shall be a director; or
    - b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

#### PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

| Procedure  | Action  |
|--|---|
| <b>i. Steps for Individual Shareholders</b>                    |   |
| Register as a User with TIIH Online                            | <ul style="list-style-type: none"> <li>• Visit the website at <a href="https://tiih.online">https://tiih.online</a> to register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>  |
| Proceed with submission of form of proxy                       | <ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>DC HEALTHCARE HOLDINGS BERHAD 2<sup>ND</sup> AGM - “Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for your record.</li> </ul>   |
| <b>ii. Steps for corporation or institutional shareholders</b> |   |
| Register as a User with TIIH Online                            | <ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>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.</p> |

| Procedure                                | Action   |
|--|--|
| Proceed with submission of form of proxy | <ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate exercise name: “<b>DC HEALTHCARE HOLDINGS BERHAD 2<sup>ND</sup> AGM: Submission of Proxy Form</b>”</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate exercise name: “<b>DC HEALTHCARE HOLDINGS BERHAD 2<sup>ND</sup> AGM: Submission of Proxy Form</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul> |

## POLL VOTING

The voting at the 2<sup>nd</sup> AGM will be conducted by poll in accordance with Rule 8.31A of Ace Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from Tuesday, 11 June 2024 at 11.00 a.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV facilities for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 2<sup>nd</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions to the Board in advance of the 2<sup>nd</sup> 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 **Sunday, 9 June 2024 at 11.00 a.m.** The Board will endeavour to answer the questions received at the 2<sup>nd</sup> AGM.

## DOOR GIFT/FOOD VOUCHER

There will be no door gifts nor food vouchers for attending the 2<sup>nd</sup> AGM.

## NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography of the proceedings of AGM are strictly prohibited.

## ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.  
 General Line : +603-2783 9299  
 Fax Number : +603-2783 9222  
 Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)