

ADMINISTRATIVE GUIDE

For the Ninth Annual General Meeting (“9th AGM”)



Day and Date : Tuesday, 20 February 2024
Time : 10.00 a.m.
Venue : Jadeite Room, Level 4, Amari SPICE Penang, 2, Persiaran Mahsuri, Bayan Lepas,
11900 Bayan Lepas, Pulau Pinang, Malaysia

INDIVIDUAL MEMBERS

1. All Members who intend to attend the 9th AGM in person **ARE REQUIRED TO PRE-REGISTER** with Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**Share Registrar**”, “**Tricor**”, or “**TIIH**”) via **TIIH Online** website at <https://tiih.online> no later than **Sunday, 18 February 2024 at 10.00 a.m.** Kindly refer to the Pre-Register procedures below.
2. Alternatively, members who are unable to attend the 9th AGM and who wish to exercise their votes are encouraged to appoint proxy or Chairman of the meeting to attend and vote on your behalf at the 9th AGM by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

CORPORATE MEMBERS

1. Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 9th AGM must deposit their original or duly certified certificate of appointment of corporate representative to the Company’s Registered Office no later than **Sunday, 18 February 2024 at 10.00 a.m.**
2. Attorneys appointed by power of attorney are required to deposit their power of attorney to the Company’s Registered Office no later than **Sunday, 18 February 2024 at 10.00 a.m.** to attend and vote at the 9th AGM.
3. **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 9th AGM must request his/her proxy/attorney/corporate representative to submit their Pre-Register at TIIH Online website at <https://tiih.online>.**
4. If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 9th AGM, you may appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

PRE-REGISTRATION BEFORE 9TH AGM

In order to assist the Company in managing the turnout for the 9th AGM, the Company reserves the right to limit the number of participants to the 9th AGM. Members/proxies/corporate representatives/attorneys who wish to attend in person must pre-register with the Company’s Share Registrar by following the requirements and procedures as summarised as below: -

Procedure	Action
BEFORE 9TH 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”. 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your PRE-REGISTER to attend 9 th AGM	<ul style="list-style-type: none">• Pre-Registration is open from Monday, 22 January 2024 up to 10.00 a.m. Sunday, 18 February 2024.• Login with your user ID and password and select the corporate event: “(REGISTRATION) AEMULUS 9TH AGM”.• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert the CDS account number and indicate the number of shares.• Submit to register your physical attendance.• System will send an e-mail to notify that your registration to attend the AGM physically is received and will be verified.• After verification of your registration against the General Meeting Record of Depositors as at 14 February 2024, the system will send you an e-mail after 18 February 2024 to approve or reject your registration for pre-register to attend the 9th AGM.

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As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the 9th AGM of the Company, to minimise any risk to shareholders and others attending the 9th AGM.

REGISTRATION ON THE DAY OF 9TH AGM

1. Registration will commence at 8.30 a.m. and shall remain open until the conclusion of the 9th AGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.
2. Please present your original National Registration Identity Card (NRIC) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.
3. Upon verification and registration:
 - (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - (b) if you are attending the 9th AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - (c) no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
 - (d) a polling form will be given to you thereafter. There will be no replacement should you lose or misplace the polling form.
 - (e) you may proceed to the meeting venue thereafter.
4. Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
5. The registration counters will only handle verification of identity, registration and revocation of proxy/ proxies. If you have other queries, please proceed to the Help Desk.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the 9th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **14 February 2024** and only a depositor whose name appears on such Record of Depositors shall be eligible to attend the 9th AGM.

PROXY

1. A member of the Company entitled to attend and vote at the 9th AGM is entitled to appoint another person as his proxy to exercise all or any of his rights to attend, participate, speak and vote in his stead. If you are unable to attend the 9th AGM and wish to appoint proxy or Chairman of the Meeting to attend and vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
2. You may submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Sunday, 18 February 2024 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.
3. Otherwise, please ensure that the **Original Proxy Form** is deposited with the Registered Office of the Company, Suite 16.06, MWE Plaza, No. 8, Lebuhraya Farquhar, 10200 George Town, Pulau Pinang, not less than forty-eight (48) hours before the time appointed for holding the 9th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid. No proof of despatch of Proxy Form will be entertained.
4. The Proxy Form is not required if the member decided to attending the meeting.
5. If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the Registration Counter to revoke the appointment of your proxy/proxies.

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ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor’s TIIH Online website are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Please do 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.
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 username (i.e. email address) and password. Select the corporate event: “AEMULUS 9TH 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 Proxy Form for your record.
ii. Steps for Corporate 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 corporate 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 reset your own password. <p>Note: The representative of a corporate 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>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate event: AEMULUS 9TH AGM - SUBMISSION OF PROXY FORM”. Read and agree to the Terms & Conditions and confirm the 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. 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.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 9th AGM proceedings is allowed without prior written permission of the Company.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd		
Telephone Number	General Line	603-2783 9299
Contact Person	Mr Jake Too	603-2783 9285
	En Aiman Nuri	603-2783 9262
	Mr. David Look	603-2783 9281
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	