

ADMINISTRATIVE GUIDE

INFORMATION FOR SHAREHOLDERS ON EXTRAORDINARY GENERAL MEETING OF MTOUCHE TECHNOLOGY BERHAD

Date	:	Monday, 14 September 2020
Time	:	11.00 a.m.
Broadcast Venue	:	Lot 18.2, 18th Floor, Menara Lien Hoe, No. 8 Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor

MODE OF MEETING

In view of the coronavirus disease 2019 (“**COVID-19**”) pandemic and as part of safety measures against COVID-19, the Extraordinary General Meeting (“**EGM**”) will be conducted entirely through live streaming/ virtual meeting from the Broadcast Venue.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the meeting.

Shareholders are to attend, speak (*including posing questions to the Board via real time submission of typed texts*) and vote (collectively, “**participate**”) remotely at the EGM via the Remote Participation and Voting facilities (“**RPV**”) provided by Mlabs Research Sendirian Berhad at the broadcast venue stated above.

Procedures		Action
Before the EGM		
1.	Register as participant in virtual EGM	<ul style="list-style-type: none">Using your computer, access the website at https://rebrand.ly/mToucheEGM.Click on the Register link to register for the EGM.Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.The event is powered by Cisco WebEx. You are recommended to download and install Cisco WebEx Meetings (<i>available for PC, Mac, Android, and iOS</i>). Refer to the tutorial guide posted on the same page for assistance.
2.	Submit your online registration	<ul style="list-style-type: none">Registration for the EGM is open from 5.00 p.m. on Saturday, 29 August 2020 till 11.00 a.m. on Saturday, 12 September 2020. Registration is mandatory if you wish to attend the said Meeting.Clicking on the link will redirect you to the EGM event page. Click on the Register link to go to the online registration form.Complete all the necessary information in the registration page. Your name MUST match your CDS account name.Kindly fill in the CDS account number and indicate the number of shares you have.Read and agree to the Terms & Conditions and confirm the Declarations.Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in registration being rejected.System will send an email to notify that your registration for remote participation is received and pending verification.After verification of your registration against the General Meeting ROD as at 7 September 2020, the system will send you an email to notify you if your registration is approved or rejected after 7 September 2020.If your registration is rejected, you can contact ShareWorks Sdn Bhd or the Company for clarifications or to appeal.

Procedures		Action
On the day of EGM		
3.	Attending virtual EGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the EGM day, while the 2nd will be sent 1 hour before the EGM. Click Join Event in the reminder email to participate the RPV. Please ensure you have downloaded and installed Cisco WebEx Meetings application before attending the Virtual General Meeting.
4.	Participating with live video	<ul style="list-style-type: none"> After chairman greeting, you will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/Board, you may use the Q&A panel to send your questions. The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The session will be recorded. Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
5.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the Voting session and the duration allowed at the EGM. The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given time frame. Click on the Submit button after you have completed your selection(s). Empty votes will be deemed as abstain. Votes cannot be changed once it is submitted.
6.	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live session will end.

Note to users of the RPV facilities:

- Should your application to join the meeting be approved we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to the virtual EGM on the day of meeting will indicate your presence at the virtual meeting.
- 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.

ENQUIRY

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

For Registration, logging in and system related:

mTouche Technology Berhad

Name: Alvin Ng
Telephone No: 011-13033355
Email: egm@mtouche.com

For Proxy and other matters:

ShareWorks Sdn. Bhd.

Name: Mr YS Liew / Mr Vemalan
Telephone No: 03 6201 1120
Email: sharereg@shareworks.com.my