

FOCUS DYNAMICS

FOCUS DYNAMICS GROUP BERHAD

Registration No. 200201015261 (582924-P)

(Incorporated in Malaysia)

EXTRAORDINARY GENERAL MEETING (“EGM”)

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Broadcast Venue</u>
Friday, 10 January 2025	10.30 a.m.	Lot 4.1, 4th Floor, Menara Lien Hoe No. 8, Persiaran Tropicana Tropicana Golf & Country Resort 47410 Petaling Jaya, Selangor Darul Ehsan

MODE OF MEETING

The EGM will be conducted on a virtual basis through live streaming from the broadcast venue.

Shareholders of the Company (“**Members**”) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the broadcast venue on the day of the EGM. Members will have to register to attend the EGM remotely by using the Remote Participation and Voting (“**RPV**”) facilities, the details set out below.

RPV

The EGM will be conducted entirely through live streaming and online remote voting. Members are encouraged to participate in the EGM by using the RPV facilities. With the RPV facilities, Members may exercise their rights to participate (including to pose questions to the Board of Directors (“**Board**”) and the management of the Company and vote at the EGM.

Individual Member(s) are strongly encouraged to take advantage of RPV facilities to participate and vote remotely at the EGM.

If an Individual Member is unable to participate the EGM, he/she is encouraged to appoint a proxy(ies) or the Chairman of the meeting to participate on his/her behalf and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Corporate Members (through Corporate Representative(s) or appointed proxy(ies)) are also strongly advised to participate and vote remotely at the EGM using the RPV facilities. Corporate Members who wish to participate and vote remotely at the EGM will be required to provide the following documents to the registered office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, W.P. Kuala Lumpur no later than **Wednesday, 8 January 2025 at 10.30 a.m.:**

- i. Certificate of Appointment of its Corporate Representative or Form of Proxy under the seal of the Corporation;
- ii. Copy of the Corporate Representative’s or proxy’s MyKad (front and back)/Passport; and
- iii. Corporate Representative’s or proxy’s email address and mobile phone number.


If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to participate in the EGM, the Corporate Member is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

In respect of Nominee Company Members, the beneficiaries of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the EGM using RPV facilities. Nominee Company Members who wish to participate and vote remotely at the EGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the EGM. Nominee Company will be required to provide the following documents to the registered office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, W.P. Kuala Lumpur no later than **Wednesday, 8 January 2025 at 10.30 a.m.**:

- i. Form of Proxy under the seal of the Nominee Company;
- ii. Copy of the proxy's MyKad (front and back)/Passport; and
- iii. Proxy's email address and mobile phone number.

If a Nominee Company Member is unable to participate in the EGM, it is encouraged to request its Authorised Nominee Company to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The procedures for the RPV in respect of the live streaming and remote voting at the EGM is or are as follows:

Procedures	Action
Before the EGM	
1. Register as participant in Virtual EGM 	<ul style="list-style-type: none"> • Using your computer, access the registration website at http://rebrand.ly/FocusEGM • If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click Register and enter your email followed by Next to fill in your details to register for the EGM session. • 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 (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
2. Submit your online registration	<ul style="list-style-type: none"> • Members, who wish to participate and vote remotely at the EGM via RPV facilities, are required to register prior to the meeting. The registration will open from 5.00 p.m. on Thursday, 19 December 2024 until the day of the EGM on Friday, 10 January 2025. • Clicking on the link mentioned in item 1 will redirect you to the EGM event page. Click on the Register link for the online registration form. • Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). • Insert your CDS account number(s) and indicate the number of shares you hold. • Read and agree to the Terms & Conditions and confirm the Declaration. • Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. • System will send an email 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 of the Company as at Tuesday, 31 December 2024, the system will send you an email to notify you if your registration is approved or rejected after Wednesday, 1 January 2025. • If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.
On the day of EGM	
3. Attending EGM	<ul style="list-style-type: none"> • Two reminder emails will be sent to your inbox. First email is one day before the EGM day, while the second email will be sent 1 hour before the EGM session. • Click Join Webinar in the reminder email to participate the RPV.

On the day of EGM		
4.	Participate with live video	<ul style="list-style-type: none"> 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. Take 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 under the “Slido” panel. You are required to indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	End of RPV Facility	Upon the announcement by the Chairman on the closure of the EGM, the live session will end.

APPOINTMENT OF PROXY

Members who appoint proxy(ies) to participate via RPV facilities in the EGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form at registered office of the Company at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, W.P. Kuala Lumpur or fax to 03-6413 3270 or email to infosr@wscs.com.my, no later than **Wednesday, 8 January 2025 at 10.30 a.m.**

Please note that if an Individual Member who has submitted his/her Form of Proxy prior to the EGM and subsequently decides to personally participate in the EGM via RPV facilities, the Individual Member shall proceed to contact the Company’s Poll Administrator at 03-6413 3271/012-595 5253 to revoke the appointment of his/her proxy(ies) no later than **Wednesday, 8 January 2025 at 10.30 a.m.**

POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Workshire Share Registration Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and Symphony Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.

The Scrutineers will verify the poll results and the Chairman will declare whether the resolutions are duly passed or otherwise.

NO RECORDING OR PHOTOGRAPHY

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

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be **NO** distribution of breakfast/lunch packs, door gifts or food vouchers to the Members or Proxy(ies) who participate in the EGM.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following officers during office hours from 9.00 a.m. to 5.30 p.m. on Monday to Friday (except public holidays) at:

For registration, logging in and system related:

InsHub Sdn. Bhd.

Name : Ms. Eris/Mr. Calvin
Telephone : 03-7688 1013
Email : vgm@mlabs.com

For Proxy and other matters:

Workshire Share Registration Sdn. Bhd.

Name : Mr. Vemalan/Mr. Tee Yee Loon
Telephone : 03-6413 3271 / 012-595 5253
Email: : infosr@wscs.com.my

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

To administrate the proceedings of the EGM in orderly manner, Shareholders may before the EGM, submit questions to the Board to info@focusdynamics.com.my no later than **Wednesday, 8 January 2025 at 10.30 a.m.** The Board will endeavour to address the questions received at the EGM.