



## APEX HEALTHCARE BERHAD

(Registration No. 199801016979 (473108-T))

(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR TWENTY-FOURTH ANNUAL GENERAL MEETING

- Day and Date** : Wednesday, 17th May 2023
- Time** : 10:00 a.m.
- Broadcast Venue** : Level 12, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
- Meeting Platform** : <https://meeting.boardroomlimited.my>
- Mode of Communication** : (i) Submit questions to the Board of Directors prior to the Twenty-Fourth (“**24th**”) Annual General Meeting (“**AGM**”) at [enquiry@apexpharmacy.com.my](mailto:enquiry@apexpharmacy.com.my) not later than 10:00 a.m. on Monday, 15th May 2023.
- (ii) Post questions to the Board of Directors via real time submission of typed text during live streaming of 24th AGM.

#### MODE OF MEETING

The Company will conduct its forthcoming 24th AGM on a virtual basis through live streaming from the Broadcast Venue via remote participation and electronic voting facilities to be provided by the Company’s Share Registrar, Boardroom Share Registrars Sdn. Bhd. in accordance with Section 327 of the Companies Act 2016 and Clause 64 of the Constitution of the Company (“**Virtual AGM**”).

This is in line with Practice 13.3 of the Malaysian Code on Corporate Governance as a Virtual AGM facilitates electronic voting and remote shareholders’ participation ultimately promoting greater shareholder participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the Virtual AGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the Virtual AGM.

#### BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Shareholders or proxies are not allowed to be physically present at the Broadcast Venue as the venue is only meant to facilitate the conduct of the Virtual AGM. Shareholders or proxies who turn up at the Broadcast Venue would be requested to leave the venue politely.

#### ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on **10th May 2023** (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

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### **FORM(S) OF PROXY**

Shareholders are encouraged to go online, participate and vote at the Virtual AGM using remote participation and electronic voting facilities.

Shareholders who are unable to participate in our Virtual AGM are encouraged to appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy.

Please take note that you **must** complete the Form(s) of Proxy for the AGM should you wish to appoint a proxy(ies).

Please ensure that the original Form(s) of Proxy is deposited at our Share Registrar's office not less than forty-eight (48) hours before the time for holding the meeting at the following address:-

#### **Boardroom Share Registrars Sdn. Bhd.**

11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7890 4700

Alternatively, you may deposit your Form(s) of Proxy by electronic means with the Share Registrar through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> to sign up as user and deposit your Form(s) of Proxy electronically forty-eight (48) hours before the meeting.

### **REVOCAION OF PROXY**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our Virtual AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

### **VOTING PROCEDURE**

The voting procedure will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") as Poll Administrator to conduct the poll by way of electronic voting ("**e-voting**") and GovernAce Advisory & Solutions Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.

During the AGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the e-voting session.

For the purposes of the Virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are as follows:-

- (i) Use the QR Scanner Code given in the email received after successful registration; **OR**
- (ii) Navigate to the website URL <https://meeting.boardroomlimited.my>.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

## REMOTE PARTICIPATION AND E-VOTING

Please note that the remote participation and e-voting is available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

You will be able to view a live webcast of the AGM proceeding, ask questions and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for login ID and password:-

Before the day of the AGM	
Step	Action
1. Register Online with Boardroom Smart Investor Portal (“BSIP”) (for first time registration)	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none"> <li>a. Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>b. Click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>c. Please select the correct account type, i.e. sign up as “Shareholder” or “Corporate Holder”.</li> <li>d. Complete the registration with all required information and upload a softcopy of your or representative’s MyKad (front and back) or Passport.</li> <li>e. For Corporate Holder, kindly upload the authorization letter and click &lt;&lt;Sign Up&gt;&gt;.</li> <li>f. You will receive an email from Boardroom for email address verification. Click &lt;&lt;Verify Email Address&gt;&gt; from the email received to continue with the registration.</li> <li>g. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click &lt;&lt;Request OTP Code&gt;&gt; and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click &lt;&lt;Enter&gt;&gt; to complete the process.</li> <li>h. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.</li> </ol>
2. Submit Request for Remote Participation User ID and Password	<p><i>[Note: The registration for remote access will be opened on Tuesday, 18th April 2023. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Monday, 15th May 2023 at 10:00 a.m.]</i></p> <p><b>For Shareholders</b></p> <ol style="list-style-type: none"> <li>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>b. Select &lt;&lt;APEX HEALTHCARE BERHAD TWENTY-FOURTH (24TH) ANNUAL GENERAL MEETING&gt;&gt; from the list of Meeting Event(s) and click &lt;&lt;Enter&gt;&gt;.</li> </ol> <p><b>To attend the virtual AGM remotely</b></p> <ol style="list-style-type: none"> <li>a. Click &lt;&lt;Register for RPEV&gt;&gt;.</li> <li>b. Read and accept the General Terms &amp; Conditions and click &lt;&lt;Next&gt;&gt;.</li> <li>c. Enter your CDS Account Number and thereafter submit your request.</li> </ol> <p><b>To appoint proxy</b></p> <ol style="list-style-type: none"> <li>a. Click &lt;&lt;Submit eProxy Form&gt;&gt;.</li> <li>b. Select the company you would like to represent (if more than one, for Corporate Shareholder).</li> <li>c. Enter your CDS Account Number and number of securities held.</li> <li>d. Select your proxy – either the Chairman of the meeting or individual named proxy(ies).</li> <li>e. Read and accept the General Terms &amp; Conditions by clicking &lt;&lt;Next&gt;&gt;.</li> <li>f. Enter the required particulars of your proxy(ies).</li> <li>g. Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote.</li> <li>h. Click &lt;&lt;Apply&gt;&gt;.</li> <li>i. Download or print the eProxy form as acknowledgement.</li> </ol>

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**REMOTE PARTICIPATION AND E-VOTING (Cont'd)**



<b>Before the day of the AGM (Cont'd)</b>	
<b>Step</b>	<b>Action</b>
2.	<p>Submit Request for Remote Participation User ID and Password (Cont'd)</p> <p><i>Note for Corporate Shareholders: if you wish to appoint more than one (1) companies, kindly click the home button and select &lt;&lt;Edit Profile&gt;&gt; in order to add company name.</i></p> <p><b>Corporate Shareholders (via email)</b></p> <ol style="list-style-type: none"> <li>a. To submit the request, Corporate Shareholders need to deposit the original hardcopy to Boardroom and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing softcopy of the Certificate of Appointment of Corporate Representative or Form(s) of Proxy, the name of shareholder and CDS Account Number.</li> <li>b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.</li> </ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <p><b>Via Boardroom Smart Investor Portal</b></p> <ol style="list-style-type: none"> <li>a. Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>b. Select &lt;&lt;<b>APEX HEALTHCARE BERHAD TWENTY-FOURTH (24TH) ANNUAL GENERAL MEETING</b>&gt;&gt; from the list of Meeting Event(s) and click &lt;&lt;Enter&gt;&gt;.</li> <li>c. Click on &lt;&lt;<b>Submit eProxy Form</b>&gt;&gt;.</li> <li>d. Select the company you would like to represent (if more than one).</li> <li>e. Proceed to download the file format for "<b>Submission of Proxy Form</b>" from Boardroom Smart Investor Portal.</li> <li>f. Prepare the file for the appointment of proxies by inserting the required data.</li> <li>g. Proceed to upload the duly completed proxy appointment file.</li> <li>h. Review and confirm your proxy appointment and click &lt;&lt;<b>Submit</b>&gt;&gt;.</li> <li>i. Download or print the eProxy form as acknowledgement.</li> </ol> <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select &lt;&lt;Edit Profile&gt;&gt; in order to add company name.</i></p> <p><b>Via email</b></p> <ol style="list-style-type: none"> <li>a. To submit the request, Authorised Nominee and Exempt Authorised Nominee need to deposit the original hardcopy Form of Proxy to Boardroom and write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing softcopy of the Form(s) of Proxy, the name of shareholders and CDS Account Number.</li> <li>b. Please provide a copy of the proxy holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</li> </ol> <p><b>Email Notification</b></p> <ul style="list-style-type: none"> <li>✓ You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</li> <li>✓ Upon system verification against the General Meeting Record of Depositories as at <b>10th May 2023</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>✓ You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.</li> <li>✓ Please note that the closing time to submit your request for remote participation User ID and Password is on <b>Monday, 15th May 2023 at 10:00 a.m.</b> (48 hours before the commencement of the AGM).</li> </ul>

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**REMOTE PARTICIPATION AND E-VOTING (Cont'd)**

On the day of the AGM (17th May 2023)		
Step		Action
3.	Login to Virtual Meeting Portal	<p><i>[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]</i></p> <ol style="list-style-type: none"> <li>a. The Virtual Meeting Portal will be opened for login at 9:00 a.m., i.e. an hour (1 hour) before the commencement of AGM on Wednesday, 17th May 2023 at 10:00 a.m.</li> <li>b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal.</li> </ol>
4.	Participate through Live	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <ol style="list-style-type: none"> <li>a. If you would like to view the live webcast, select the broadcast  icon.</li> <li>b. If you would like to ask a question during the AGM, select the messaging icon. </li> <li>c. Type your message within the chat box, once completed click the send button.</li> </ol>
5.	Online Remote Voting	<ol style="list-style-type: none"> <li>a. Once voting has been opened, the polling page will appear with the resolutions and your voting choices on your screen until the Chairman declares the end of the voting session.</li> <li>b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received.</li> <li>c. To change your vote, re-select your voting preference.</li> <li>d. If you wish to cancel your vote, please click &lt;&lt;<b>Cancel</b>&gt;&gt;.</li> </ol>
6.	End of Remote Participation	<ol style="list-style-type: none"> <li>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end.</li> <li>b. You can now logout from Virtual Meeting Portal.</li> </ol>

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### **NO VOUCHERS/DOOR GIFTS**

There will be **NO VOUCHER(S) OR ANY DOOR GIFT(S)** for shareholders/proxies who participate in the AGM.

### **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

In order to enhance the efficiency of the proceedings of the 24th AGM, the shareholders may submit questions to the Company at [enquiry@apexpharmacy.com.my](mailto:enquiry@apexpharmacy.com.my) **not later than 15th May 2023 at 10:00 a.m.** (48 hours before the commencement of the AGM) or select the messaging icon in the online meeting platform of LUMI AGM to transmit questions via real time submission of typed text during live streaming of the 24th AGM. If time permits, the Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the AGM. The shareholders are encouraged to submit questions before the 24th AGM as priority will be given to questions submitted before the AGM.

### **RECORDING OR PHOTOGRAPHY AT THE AGM**

Strictly no recording or photography of the AGM proceedings is allowed.

### **ENQUIRY**

If you have any enquiries prior to the AGM, please contact the following during office hours on Mondays to Fridays (except on public holidays):-

#### **Boardroom Share Registrars Sdn. Bhd.**

General Line : 603-7890 4700  
Fax No. : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

#### **Apex Healthcare Berhad**

General Line : 603-5637 6888  
Fax No. : 603-5636 9280  
Email : [enquiry@apexpharmacy.com.my](mailto:enquiry@apexpharmacy.com.my)

### **PERSONAL DATA POLICY**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.