

ADMINISTRATIVE GUIDE

FIFTEENTH ANNUAL GENERAL MEETING (“15th AGM”)

Day and Date : Wednesday, 15 December 2021
Time : 11:00 a.m.
Venue : Kota Permai Golf Country Club, No. 1, Jalan 31/100A,
Kota Kemuning, Section 31, 40460 Shah Alam, Selangor.

MEASUREMENT TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the COVID-19 situation, the following steps will be taken for shareholders, proxies and others who will be attending the 15th AGM in order to minimise the risks of spreading the COVID-19 virus:

TEMPERATURE CHECKS AND FACE MASK

1. All persons attending the 15th AGM would have to check-in with their MySejahtera and required to undergo a temperature check before entering the 15th AGM venue.
2. Any person who had recent travel history to overseas or any red zone areas in Malaysia during the last 14 days prior to the 15th AGM or had been in contact with a suspected or confirmed COVID-19 patient during the last 14 days prior to the 15th AGM, irrespective of nationality, will not be permitted to attend the 15th AGM.
3. Any person with a body temperature of more than 37.5 degrees Celsius and/or exhibit flu-like symptoms will not be allowed to attend the 15th AGM. Shareholders/proxies who are feeling unwell are strongly advised not to attend the 15th AGM.
4. All persons must practise proper hygiene including the use of hand sanitisers provided by the Company and must advised to wear a face mask before entering the 15th AGM venue.

SOCIAL DISTANCING AND SEATING ARRANGEMENT

5. To enhance social distancing measures, the seats allocated for shareholders/ proxies at the 15th AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standing operating procedure provided by the relevant governmental and/or health authorities.

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 15th AGM of the Company, in accordance with the guidelines and/or standing operating procedure issued by the Malaysian Government and other relevant authorities in order to minimise any risk to shareholders and others attending the 15th AGM. The Company would like to thank all shareholders for their patience and co-operation in enabling us to hold our 15th AGM with the optimum safe distancing measures amidst the COVID-19 pandemic.

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PRE-REGISTRATION TO ATTEND THE AGM

Shareholders are required to register ahead to attend the AGM in order to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please do read and follow the following procedures to pre-register your physical attendance at the AGM via the TIH Online website at <https://tiih.online>:

- Login in to TIH Online website with your user name (i.e. e-mail address) and password under the “**e-Services**”. If you have not registered as a user of TIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: “**(REGISTRATION) MIKRO 15TH AGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “**Register for Physical Attendance at Meeting Venue**”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- After verification of your registration against the General Meeting Record of Depositors as at 9 December 2021, the system will send you an e-mail **on or after 13 December 2021** to approve or reject your registration to attend physically at the Meeting Venue.

REGISTRATION ON THE DAY OF 15th AGM

6. Registration will commence at 10:00 a.m.
7. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
8. A voting slip and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without a voting slip.
9. Registration must be done in person. No person is allowed to register on behalf of another.
10. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

PROXY

11. A member entitled to attend and vote in the meeting is allowed to appoint proxy. Please submit your Form of Proxy in accordance with the notes stated in the Proxy Form.
12. The Form of Proxy is not required if you are attending as shareholder.
13. If you have submitted your Form of Proxy 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.

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PROXY (CONT'D)

14. Accordingly, Form of Proxy and/or documents relating to the appointment of proxy/corporate representative/ attorney for the AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 13 December 2021 at 11:00 a.m.**:

- (i) In Hard copy:

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;

- (ii) By Electronic form:

All shareholders can have the option to submit Form of Proxy electronically via TIIH Online and the steps to submit 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”. Please 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.
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “MIKRO 15TH 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(s) and insert the required details of your proxy(s) 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 Form of Proxy for your record.
ii. Steps for corporation 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 corporation or institutional shareholder selects the “Sign Up” button and followed by “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 re-set your own password. <p><i>(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.)</i></p>

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PROXY (CONT'D)

Produce	Action
ii. Steps for corporation or institutional shareholders (cont'd)	
Proceed with submission of Form of Proxy	<ul style="list-style-type: none">• Login to TIIH Online at https://tiih.online.• Select the corporate exercise name: “MIKRO 15TH AGM SUBMISSION OF PROXY FORM”.• Agree to the Terms & Conditions and 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.• Login to TIIH Online, select corporate exercise name: “MIKRO 15TH AGM - SUBMISSION OF PROXY FORM”.• 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.

GENERAL MEETING RECORD OF DEPOSITORS

15. For the purpose of determining who shall be entitled to attend the 15th Annual General Meeting, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 9 December 2021 and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

16. No recording or photography of the 15th AGM proceedings is allowed without the prior written permission of the Company.

MOBILE DEVICES

17. Please ensure all mobile devices i.e. phones/other sound emitting devices are put on silence mode during the 15th AGM to ensure smooth and uninterrupted proceedings.

15TH AGM ENQUIRY

18. If you have any enquiries prior to the meeting, please call our Share Registrar, Tricor at +603-2783 9299 during office hours i.e. from 8:30 a.m. to 5:30 p.m. (Monday to Friday).