

ADMINISTRATIVE NOTES FOR 9TH ANNUAL GENERAL MEETING (“9th AGM”) OF MPH CAPITAL BERHAD (“the Company”)

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| Date | : Wednesday, 19 May 2021 |
| Time | : 2.30 p.m. |
| Meeting Platform | : www.metramanagement.com.my |
| Broadcast Venue | : Meeting Room, 35 th Floor, Menara Multi-Purpose, Capital Square, No. 8, Jalan Munshi Abdullah, 50100 Kuala Lumpur |

VIRTUAL MEETING

In the light of the current COVID-19 situation and as part of the Company’s safety measures to safeguard the well-being of the shareholders, the 9th AGM of the Company will be conducted and held as a fully virtual meeting through live streaming from the Broadcast Venue and online remote voting using the Remote Participation and Voting Facility (“RPV Facility”). This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and as revised and amended from time to time.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 9th AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

No **Shareholders/Proxies/Corporate Representatives/Attorneys** from the public will be allowed to be physically present at the Broadcast Venue on the day of the 9th AGM.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITY

- Please note that the RPV Facility is available to:

- (i) Individual members;
 - (ii) Proxy holders;
 - (iii) Corporate shareholders;
 - (iv) Authorised Nominees; and
 - (v) Exempt Authorised Nominees

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(“The Participant(s)”)
- The Participants are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, “participate”) at the 9th AGM using the RPV Facility provided by Metra Management Sdn Bhd (“Metra Management”), the poll facilitator of the 9th AGM, via its website www.metramanagement.com.my (“Metra Portal”).
- The Participants are encouraged to submit questions, if any, to the Board of Directors (“Board”) before the 9th AGM via emails to AGM2021@mphbcap.com.my not later than 1.30 p.m. on Wednesday, 19 May 2021.** The Participants may also use the Q&A Platform to submit questions to the Board via the RPV Facility during live streaming. If there is time constraint in answering the questions during the 9th AGM, the answers will be emailed to the Participants at the earliest possible time after the meeting has ended.
- Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 9th AGM remotely using the RPV Facility, are to read and follow the procedures as summarised below:-

| | Procedure | Action |
|-----|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Before the day of the 9th AGM | |
| (i) | Register as a user | <ul style="list-style-type: none">• Access the Metra Portal at www.metramanagement.com.my• Click <Login> and click <Register> to sign up as a user. Complete registration and upload softcopy of MyKAD (front and back) or Passport.• Read and agree to the terms & conditions and thereafter, submit your request.• Please enter a valid email address and wait for Metra Management’s email verification.• Your registration will be verified and approved, and an email notification will be provided. |

| On the day of 9th AGM | | |
|-----------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (ii) | Login to www.metramanagement.com.my | Login with your user ID and password for remote participation at the 9 th AGM at any time from 2.00 p.m. i.e. 30 minutes before the commencement of 9th AGM on Wednesday, 19 May 2021 at 2.30 p.m. |
| (iii) | Participate through Live Streaming | <ul style="list-style-type: none"> • Select the “Virtual Meeting” from main menu. • Click the “Join Meeting” to join the live video streaming. • If you have any question for the Chairman/Board, you may use the Q&A platform to transmit your question. The Chairman/Board will try to respond to all questions submitted by remote participants during the 9th AGM. If there is time constraint, the responses will be emailed to you at the earliest possible time after the meeting ended. • Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. |
| (iv) | Online remote voting | <ul style="list-style-type: none"> • Select Voting located next to the “Join Meeting” and indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman of the Meeting declares that the voting platform is activated and he will announce the completion of the voting session of the AGM. • Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed |
| (v) | End of RPV facilities | <ul style="list-style-type: none"> • The RPV Facility will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the 9th AGM. |

Note to Users of the RPV Facility:

If you encounter any issues with your online registration at the Metra Portal, please call Metra Management Sdn Bhd at 03-2698 3232 or email to corporate@mweh.com.my

NO DISTRIBUTION OF DOOR GIFTS

There will be **NO DISTRIBUTION** of door gifts during the 9th AGM as the meeting will be conducted fully on a virtual basis.

GENERAL MEETING RECORD OF DEPOSITORS

Only shareholders whose names appear on the General Meeting Record of Depositors as at 12 May 2021 shall be eligible to participate and/or vote remotely or appoint proxy(ies) to participate and/or vote remotely on their behalf at the 9th AGM.

PROXY

- The 9th AGM will be conducted on a fully virtual basis. If you are unable to participate the 9th AGM, you may appoint the Chairman of the Meeting as proxy and indicate the voting instructions in the Proxy Form. The Proxy Form is available at www.metramanagement.com.my.
- If you wish to appoint proxy(ies) to participate in the 9th AGM, please submit your Proxy Form, either by hand or by post to the following address, 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 be treated as invalid:

MPHB Capital Berhad
39th Floor, Menara Multi-Purpose
Capital Square
No. 8, Jalan Munshi Abdullah
50100 Kuala Lumpur

PROXY (cont'd)

- You also have option to submit your Proxy Form to the Share Registrar, Metra Management by fax at 03-26980313 or by e-mail to corporate@mweh.com.my. However, please ensure that the Original Proxy Form is deposited at Metra Management's office at 35th Floor, Menara Multi-Purpose, Capital Square, No. 8, Jalan Munshi Abdullah, 50100 Kuala Lumpur, 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 be treated as invalid.
- Corporate representatives of corporate shareholders must deposit their certificates of appointment of corporate representative with Metra Management not less than forty-eight (48) hours before the time appointed for holding the 9th AGM or any adjournment thereof, in order to participate in the 9th AGM via the RPV Facility.
- Attorneys appointed by power of attorney are to deposit their power of attorney with Metra Management not less than forty-eight (48) hours before the time appointed for holding the 9th AGM or any adjournment thereof, in order to participate in the 9th AGM via the RPV Facility.
- Shareholders who have appointed proxies or attorneys or corporate representatives to participate in the 9th AGM via the RPV Facility must ensure that their proxies or attorneys or authorised representatives register themselves at the Metra Portal prior to the 9th AGM.

REVOCATION OF PROXY

- If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 9th AGM by yourself, please write in to Metra Management to revoke the earlier appointed proxy forty-eight (48) hours before the time appointed for holding the 9th AGM.

POLL VOTING

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 9th AGM of the Company shall be put to vote by way of a poll. The Company has appointed Metra Management as the Poll Administrator to conduct the poll voting by way of online remote voting using the RPV Facility and Symphony Merchant Sdn Bhd as the Independent Scrutineer to verify the poll results.
- Shareholders can proceed to vote remotely through the RPV Facility once the Chairman declares the voting platform is activated. The voting session will end upon declaration by the Chairman. Kindly refer to the above item 4(iv) for guidance on how to vote remotely at the Metra Portal (www.metramanagement.com.my).
- The Independent Scrutineer will verify the poll results followed by the Chairman's declaration of the results.

RESULTS OF THE VOTING

- The results of the voting for all resolutions will be announced at the 9th AGM and released to Bursa Malaysia Securities Berhad ("Bursa"), which can be viewed from Bursa's website at www.bursamalaysia.com.

RECORDING OR PHOTOGRAPHY

- Unauthorised recording or taking of photography of the proceedings of the 9th AGM is strictly prohibited.

ENQUIRY

- If you have any enquiry relating to the 9th AGM, please contact our Share Registrar during office hours from 9.00 a.m. to 5.00 p.m. on Mondays to Fridays:

Metra Management Sdn Bhd
35th Floor, Menara Multi-Purpose, Capital Square,
No. 8, Jalan Munshi Abdullah, 50100 Kuala Lumpur.
Telephone Number : 03-2698 3232
Fax Number : 03-2698 0313
Email : corporate@mweh.com.my