

# ADMINISTRATIVE GUIDE

Date	Time	Broadcast Venue
6 September 2023 (Wednesday)	2.30 p.m.	Board Room of Lot 4.1, Level 4, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

## **MODE OF MEETING**

The AGM 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 AGM. Members will have to register to attend the AGM remotely by using the Remote Participation and Voting (“**RPV**”) Facilities, as per the details as set out below.

## **RPV**

The AGM will be conducted entirely through live streaming and online remote voting. You are encouraged to attend the AGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a Shareholder to participate (including to pose questions to the Board) and vote at the AGM.

**Individual Members** are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the AGM.

If an individual member is unable to attend the AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

**Corporate Members** (through Corporate Representatives or appointed proxy (ies)) are also strongly advised to participate and vote remotely at the AGM using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the AGM 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, Wilayah Persekutuan (KL) no later than **4 September 2023 at 2.30 p.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 attend the AGM, 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 AGM using RPV Facilities. Nominee Company Members who wish to participate and vote remotely at the AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the AGM. 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, Wilayah Persekutuan (KL) no later than **4 September 2023 at 2.30 p.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.

## Administrative Guide (Cont'd)

### **RPV (CONT'D)**

If a Nominee Company Member is unable to attend the AGM, it is encouraged to request its 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 AGM is as follows:

Procedures		Action
<b>Before AGM</b>		
1.	Register as participant in Virtual AGM 	<ul style="list-style-type: none"> <li>Using your computer, access the registration website at <a href="https://rebrand.ly/XOXTechAGM">https://rebrand.ly/XOXTechAGM</a></li> <li>If you are using mobile devices, you can also scan the QR code provided on the left to access the registration page.</li> <li>Click on the <b>Register</b> link to register for the AGM session. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.</li> <li>The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Please refer to the tutorial guide posted on the same page for assistance.</li> </ul>
2.	Submit your online registration	<ul style="list-style-type: none"> <li>Shareholder(s) or proxy(ies) or corporate representative(s) who wish to participate and vote remotely at the AGM via RPV Facilities are required to register prior to the meeting. The registration will open from <b>5.00 p.m.</b> on <b>Monday, 31 July 2023</b> and the registration will close at <b>2:30 p.m.</b> on <b>Monday, 4 September 2023</b>.</li> <li>Clicking on the link mentioned in item 1 will redirect you to the AGM event page. Click on the <b>Register</b> link for the online registration form.</li> <li>Complete your particulars in the registration page. Your name <b>MUST</b> match your CDS account name (not applicable for proxy(ies) or corporate representative(s)).</li> <li>Insert your CDS account number(s) and indicate the number of shares you hold.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declarations.</li> <li>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.</li> <li>System will send an email to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors of the Company as at <b>30 August 2023</b>, the system will send you an email to notify you if your registration is approved or rejected after <b>31 August 2023</b>.</li> <li>If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.</li> </ul>

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### RPV (CONT'D)

Procedures		Action
<b>On the day of AGM</b>		
3.	Attending Virtual AGM	<ul style="list-style-type: none"> <li>Two reminder emails will be sent to your inbox. First is one day before the AGM day, while the 2nd will be sent 1 hour before the AGM session.</li> <li>Click <b>Join Event</b> in the reminder email to participate the RPV.</li> </ul>
4.	Participate with live video	<ul style="list-style-type: none"> <li>You will be given a short brief about the system.</li> <li>Your microphone is muted throughout the whole session.</li> <li>If you have any questions for the Chairman/Board, you may use the <b>Q&amp;A panel</b> 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.</li> <li>The session will be recorded.</li> <li>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
5.	Online Remote Voting	<ul style="list-style-type: none"> <li>The Chairman will announce the commencement of the voting session and the duration allowed at the respective AGM.</li> <li>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 stipulated time frame.</li> <li>Click on the <b>Submit</b> button when you have completed.</li> <li>Votes cannot be changed once it is submitted.</li> </ul>
6.	End of RPV Facility	Upon the announcement by the Chairman on the closure of the AGM, the live session will end.

### PROXY

Members who appoint proxies to participate via RPV Facilities in the AGM must ensure that the duly executed proxy forms 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, Wilayah Persekutuan (KL) or fax to 03-6413 3271 or by email to [infosr@wscs.com.my](mailto:infosr@wscs.com.my), no later than **Monday, 4 September 2023 at 2.30 p.m.**

Please note that if an individual member has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally participate in the AGM via RPV Facilities, the individual member shall proceed to contact the Company's Poll Administrator at 03-6413 3271 to revoke the appointment of his/ her proxy no later than **Monday, 4 September 2023 at 2.30 p.m.**

### POLL VOTING

The voting at the AGM 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 SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed.

## Administrative Guide (Cont'd)

### **NO RECORDING OR PHOTOGRAPHY**

Strictly **NO recording or photography** of the proceedings of the AGM 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.

### **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. (Monday to Friday):

#### **For registration, logging in and system related:**

##### **Ins Hub Sdn. Bhd.**

Name : Ms. Eris / Ms. Jey  
Telephone : 03-7688 1013  
Email : [vgm@mlabs.com](mailto:vgm@mlabs.com)

#### **For Proxy and other matters:**

##### **Workshire Share Registration Sdn. Bhd.**

Name : Mr. Tee Yee Loon / Mr. Vemalan  
Telephone : 03-6413 3271  
Email: : [infosr@wscs.com.my](mailto:infosr@wscs.com.my)

### **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD**

To administrate the proceedings of the AGM in orderly manner, shareholders may before the AGM, submit questions to the Board to [agm@xoxtech.com.my](mailto:agm@xoxtech.com.my) no later than **Monday, 4 September 2023 at 2.30 p.m.** The Board will endeavour to address the questions received at the AGM.