



LINGKARAN TRANS KOTA HOLDINGS BERHAD

199501006186 (335382-V)

Administrative Guide

26th Annual General Meeting (AGM)

Day & Date : Thursday, 30 September 2021

Time : 11.00 a.m.

Online Meeting Platform: TIIH Online website at <https://tiih.online> or <https://tiih.com.my> (Domain registration number with MYNIC: D1A282781) provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia

MODE OF MEETING

In support of the Government of Malaysia's ongoing efforts to contain the spread of Covid-19 and as part of the Group's safety measures, the 26th AGM of the Company will be conducted entirely through online meeting platform via TIIH Online website. This is in line with the latest Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021, including any amendment that may be made from time to time.

REMOTE PARTICIPATION AND VOTING FACILITIES (RPV)

Shareholders are to attend, speak (in the form of real time submission of typed texts to the Board of Directors of the Company (Board)) and vote (collectively, "participate") remotely at the 26th AGM of the Company using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (Tricor) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 26th AGM of the Company must ensure that the duly executed Proxy Forms are deposited either by hardcopy or electronic means no later than **Tuesday, 28 September 2021 at 11.00 a.m.** in the following manner:

- a. at **Tricor Investor & Issuing House Services Sdn Bhd**, 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; OR
- b. lodge electronically via Tricor's **TIIH Online** website at <https://tiih.online>. Please refer to the Administrative Guide for the procedures on electronic lodgement of proxy form.

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative at **Tricor Investor & Issuing House Services Sdn Bhd**, 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, no later than **Tuesday, 28 September 2021 at 11.00 a.m.** in order to participate via RPV in the 26th AGM of the Company.

Attorneys appointed by power of attorney must deposit their power of attorney at **Tricor Investor & Issuing House Services Sdn Bhd**, 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, no later than **Tuesday, 28 September 2021 at 11.00 a.m.** in order to participate via RPV in the 26th AGM of the Company.

A shareholder who has appointed a proxy or attorney or corporate representative to attend, participate, speak and vote at the 26th AGM of the Company via RPV must request his/her proxy to register himself/herself for RPV at Tricor's TIIH Online website at <https://tiih.online>.

As the 26th AGM of the Company is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 26th AGM of the Company using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action BEFORE THE DAY OF AGM
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from Monday, 30 August 2021 until the day of 26th AGM Thursday, 30 September 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 26th AGM to ascertain their eligibility to participate in the 26th AGM using RPV. Log in with your user ID and password and select the corporate event: “(REGISTRATION) LITRAK 26TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an email to notify that your registration for remote participation has been received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 24 September 2021, the system will send you an email after 28 September 2021 to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please allow sufficient time for approval as a new user of TIIH Online as well as the registration for RPV in order for you to log into TIIH Online and participate in the 26th AGM remotely.)</i></p>
	Procedure	Action ON THE DAY OF AGM (Thursday, 30 September 2021)
(c)	Log into TIIH Online	<ul style="list-style-type: none"> Log in with your user ID and password for remote participation at the AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of the AGM at 11.00 a.m. on Thursday, 30 September 2021.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) LITRAK 26TH AGM” to engage in the proceedings of the AGM remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will try to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

	Procedure	Action ON THE DAY OF AGM (Thursday, 30 September 2021)
(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 11.00 a.m. on Thursday, 30 September 2021 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) LITRAK 26TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 26th AGM, the Live Streaming will end.

Note to users of the RPV:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or email to tiih.online@my.tricorglobal.com for assistance.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your Proxy Form electronically via Tricor’s **TIIH Online** website are summarised below:

	Procedure	Action
I. Steps for Individual Members		
(a)	Register as a User with Tricor’s TIIH Online website	<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 do 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.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, log in with your user name (i.e. email address) and password. • Select the corporate event: “LITRAK 26TH AGM – Submission of Proxy Form”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print Form of Proxy for your record.

	Procedure	Action
II. Steps for Corporation or Institutional Members		
(a)	Register as a User with Tricor's TIIH Online website	<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 member selects "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 member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Tricor [refer to Enquiry section below] if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Log in to Tricor's TIIH Online website at https://tiih.online. • Select the corporate event: "LITRAK 26TH AGM - Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the 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. • 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.

VOTING PROCEDURE

The voting at the 26th AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia's Main Market Listing Requirements.

To facilitate the voting process, the Company has appointed Tricor as the Poll Administrator to conduct the poll by way of online remote voting and Coopers Professional Scrutineers Sdn Bhd as the Scrutineers to verify the poll results. (Please refer to "Online Remote Voting" under item (e) in the table above on the procedure for online remote voting).

Upon completion of the voting session for the 26th AGM of the Company, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 26th AGM of the Company, only the Company's members whose names appear in the Record of Depositors of the Company maintained by Bursa Malaysia Depository Sdn Bhd on **24 September 2021** shall be entitled to attend the said meeting or appoint proxies to attend on their behalf.

The hardcopy Proxy Form duly completed and signed must be deposited at Tricor Investor & Issuing House Services Sdn Bhd, 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 no later than **Tuesday, 28 September 2021 at 11.00 a.m.** or not less than 48 hours before the time for holding the meeting or any adjournment thereof.

You may also submit the Proxy Form electronically via Tricor's TIIH Online at <https://tiih.online> no later than **Tuesday, 28 September 2021 at 11.00 a.m.** or not less than 48 hours before the time for holding the meeting or any adjournment thereof. Please refer to the Electronic Lodgement of Proxy Form above for further information on submission via TIIH Online.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF THE COMPANY

Shareholders may submit questions for the Board of the Company in advance of the 26th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to log in, pose questions and submit electronically no later than **Tuesday, 28 September 2021 at 11.00 a.m.** The Board will endeavour to answer the questions received at the 26th AGM of the Company.

NO GIFT VOUCHERS

There will be **no distribution** of gift vouchers for the AGM of the Company since the meeting will be conducted on a fully virtual basis.

The Board of Lingkar Trans Kota Holdings Berhad would like to thank all its shareholders for their kind co-operation and understanding on this matter.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the AGM of the Company.

ENQUIRY

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

Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons: Ms Christine Cheng
+603-2783 9265 (Christine.Cheng@my.tricorglobal.com)

Mr Ang Wai Meng
+603-2783 9281 (Wai.Meng.Ang@my.tricorglobal.com)

En Zulkifli bin Mohd Yusof
+603-2783 9249 (Zulkifli@my.tricorglobal.com)