



RAY GO SOLAR HOLDINGS BERHAD
201901004963 (1314290-M)
(Incorporated in Malaysia)

**ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL FIRST ANNUAL GENERAL MEETING (“1ST AGM”
OR “MEETING”) OF RAY GO SOLAR HOLDINGS BERHAD
 (“RGSH” OR “THE COMPANY”)**

- Meeting Day & Date** : Friday, 22 April 2022
- Time** : 10.30 a.m.
- Online Meeting Platform** : The 1st AGM will be held on a fully virtual and entirely via remote participation and electronic voting via an online meeting platform at www.swsb.com.my provided by ShareWorks Sdn. Bhd. in Malaysia (Domain registration number with MYNIC: D1A403841)
- Platform for Communication** : Shareholders may submit questions to the Board of Directors (“Board”) prior to the 1st AGM to ir@shareworks.com.my no later than 10:30 a.m. on 21 April 2022 or to use the Question and Answer (“Q&A”) platform to transmit questions to the Board via Remote Participation and Voting (“RPV”) platform during live streaming.

MODE OF MEETING

In view of the coronavirus disease 2019 (“COVID-19”) pandemic and as part of safety measures against COVID-19, the 1st AGM will be held on a fully virtual basis through live streaming and online remote voting by using RPV facilities.

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

All Shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the 1st AGM will have to register to attend remotely by using the RPV Facility, the details of which are set out below.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV FACILITY”)

1. The 1st AGM will be conducted on a fully virtual basis through live streaming and online remote voting. Should you wish to attend the 1st AGM, you are required to register yourself using the RPV Facility in accordance with the instructions as set out under paragraph 3 below.

With the RPV Facility, you may exercise your rights as a Shareholder to participate including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company and vote remotely at the 1st AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV Facility to participate and vote remotely at the 1st AGM. Please refer to the details as set out under RPV Facility for information. If an Individual Shareholder is unable to participate in the

Meeting, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Corporate Members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the 1st AGM using the RPV Platform. Corporate Members who wish to participate and vote remotely at the 1st AGM must contact the poll administrator, ShareWorks Sdn. Bhd. (“**ShareWorks**”) with the details set out below for assistance and will be required to provide the following documents to the Company no later than 20 April 2022 at 10:30 a.m.:-

- a. Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- b. Copy of the Corporate Representative’s or proxy’s identity card (MyKad) (front and back) / Passport; and
- c. Corporate Representative’s or proxy’s email address and mobile phone number.

Upon receipt of such documents, ShareWorks will respond to your remote participation request.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the 1st AGM, the Corporate Member is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form 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 1st AGM using RPV Facility. Nominee Company Members who wish to participate and vote remotely at the 1st AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 1st AGM. Nominee Company must contact the poll administrator, ShareWorks with the details set out below for assistance and will be required to provide the following documents to the Company no later than 20 April 2022 at 10.30 a.m.:-

- a. Proxy Form under the seal of the Nominee Company;
- b. Copy of the proxy’s identity card (MyKad) (front and back) / Passport; and
- c. Proxy’s email address and mobile phone number.

Upon receipt of such documents, ShareWorks will respond to your remote participation request.

If a Nominee Company Member is unable to attend the 1st AGM, he/she is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

3. The procedures for the RPV Facility in respect of the live streaming and remote voting at the 1st AGM is as follows:

Procedures		Action
Before the 1st AGM		
(i)	Register as a user	<ul style="list-style-type: none"> • If you have already registered an account at the website, you are not required to register again. • Access website www.swsb.com.my • Click “Login” and click “Register” to sign up as a user. The registration will be open from 10.30 a.m. on 1 April 2022 and close at 10.30 a.m. on 21 April 2022.

Procedures		Action
		<ul style="list-style-type: none"> • Complete the registration process and upload a softcopy of MyKAD (front and back) or Passport for foreign shareholders. • Read and agree to the terms & conditions and thereafter submit your request. • Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour. • Upon verification of the user ID, ShareWorks will send an email notification to approve you as a user. • After verification of your registration against the General Meeting Record of Depositors of the Company as at 14 April 2022, the system will send you an email to notify you if your registration is approved or rejected after 15 April 2022. • If your registration is rejected, you can contact ShareWorks or the Company for clarifications or to appeal.
On the day of 1st AGM		
(ii)	Login to www.swsb.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 1st AGM at any time from 10.00 a.m. i.e. 30 minutes before the commencement of the 1st AGM on 22 April 2022 at 10.30 a.m.
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the “Virtual Meeting” from the main menu. • Click the “Join Meeting” located next to the event. You are required to provide your full name as per the CDS account and your user registered email address. • Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming. • If you have any questions 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 1st AGM. If time is a 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. • The voting session will commence once the Chairman of the Meeting declares that the voting platform is activated and will announce the completion of the voting session of the 1st 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 Facility	<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 1st AGM.

PROXY

If a member is unable to attend the 1st AGM, he/she may appoint a proxy or the Chairman of the meeting as his/ her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please note that if an individual member has submitted his/her Proxy Form prior to the 1st AGM and subsequently decides to personally participate in the 1st AGM via RPV Facility, the individual member shall proceed to contact ShareWorks or the Company with the details set out below to revoke the appointment of his/her proxy no later than **20 April 2022 at 10.30 a.m.**

POLL VOTING

The voting at the 1st AGM will be conducted by poll in accordance with Clause 79 of the Constitution of the Company. The Company has appointed ShareWorks 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.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

To administer the proceedings of the 1st AGM in an orderly manner, shareholders may before the 1st AGM, submit questions to the Board to ir@shareworks.com.my no later than **21 April 2022 at 10.30 a.m.** The Board will endeavour to address the questions received at the 1st AGM.

NO RECORDING OR PHOTOGRAPHY

By participating at the 1st AGM, you agree that no part of the 1st AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted, or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

ENQUIRY

If you have any enquiry prior to the virtual meeting, please contact Mr. Wee Liam and Mr. Wai Kien during office hours (from 9.00 a.m. to 5.00 p.m.) on Monday to Friday except public holiday:

ShareWorks Sdn. Bhd.

No. 2-1, Jalan Sri Hartamas 8
Sri Hartamas
50480 Kuala Lumpur
Wilayah Persekutuan (KL)

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Email : ir@shareworks.com.my