

# LUXCHEM

LUXCHEM CORPORATION BERHAD  
Registration No. 199101014102 (224414-D)  
(Incorporated in Malaysia)

## THIRTY-SECOND ANNUAL GENERAL MEETING (32<sup>nd</sup> AGM) ADMINISTRATIVE DETAILS

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**Date** : Thursday, 23 May 2024  
**Time** : 10.00 a.m.  
**Broadcast Venue** : Wisma Luxchem, Block N, Jaya One, 72A, Jalan Prof. Diraja Ungku Aziz, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia

Dear Shareholders of Luxchem Corporation Berhad (“**Luxchem**” or “**the Company**”)

### 32<sup>ND</sup> AGM

The 32<sup>nd</sup> AGM of the Company will be conducted virtually in accordance with the revised ‘Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia on 7 April 2022. This is in line with Practice 13.3 of the Malaysian Code on Corporate Governance (MCCG) whereby listed issuers should leverage technology to facilitate voting, including voting in absentia and remote shareholders’ participation at general meetings. In this respect, the Company will continue to leverage technology, to ensure that the 32<sup>nd</sup> AGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

Please find the below requirements for the 32<sup>nd</sup> AGM:

- The 32<sup>nd</sup> AGM will be conducted virtually from the Broadcast Venue **through live streaming and online remote voting** via Remote Participation and Voting (“**RPV**”) facilities, which are available on **TIIH Online** website at <https://tiih.online>.
- The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 and Clause 52(3) of the Constitution of the Company. As such, shareholder(s), proxy(ies), authorised representative(s) or attorney(s) are **NOT ALLOWED** to be physically present at the Broadcast Venue.
- We **strongly encourage** you to attend the 32<sup>nd</sup> AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 32<sup>nd</sup> AGM.
- Shareholders are advised to check the Company’s website at <http://www.luxchem.com.my> and Bursa’s website at <https://www.bursamalaysia.com> from time to time for any changes to the administrative details on the 32<sup>nd</sup> AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“**RPV**”)

- The RPV facilities are available at **TIIH Online** website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 32<sup>nd</sup> AGM using RPV facilities from Tricor Investor & Issuing House Services Sdn. Bhd.

- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 32<sup>nd</sup> AGM using the RPV facilities:

	Procedure	Action
<b>BEFORE THE DAY OF 32<sup>nd</sup> AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “Create Account by <b>Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend 32 <sup>nd</sup> AGM remotely	<ul style="list-style-type: none"> <li>• Registration is open from <b>Tuesday, 23 April 2024</b> until the day of 32<sup>nd</sup> AGM on <b>Thursday, 23 May 2024</b>. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 32<sup>nd</sup> AGM to ascertain their eligibility to participate the 32<sup>nd</sup> AGM using the RPV.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>“(REGISTRATION) LUXCHEM 32<sup>nd</sup> AGM”</b></li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the Record of Depositors as at <b>14 May 2024</b>, the system will send you an <b>e-mail after 21 May 2024 to approve or reject</b> your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV facilities).</i></li> </ul>
<b>ON THE DAY OF THE 32<sup>nd</sup> AGM (23 MAY 2024)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID (i.e. e-mail address) and password for remote participation at the 32<sup>nd</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of meeting <b>at 10.00 a.m.</b> on <b>Thursday, 23 May 2024</b>.</li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: <b>“(LIVE STREAM MEETING) LUXCHEM 32<sup>nd</sup> AGM”</b> to engage in the proceedings of the AGM remotely.</li> <li>• 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 32<sup>nd</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 10.00 a.m. on Thursday, 23 May 2024</b> until a time when the Chairman announces the completion of the voting session of the 32<sup>nd</sup> AGM.</li> </ul>

		<ul style="list-style-type: none"> <li>Select the corporate event: “(REMOTE VOTING) LUXCHEM 32<sup>nd</sup> AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 32<sup>nd</sup> AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to **TIIH Online** on the day of meeting will indicate your presence at the virtual meeting.
- 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.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**NO BREAKFAST / LUNCH PACK, DOOR GIFT OR FOOD VOUCHER**

There will be **no distribution** of breakfast / lunch packs, door gifts or food vouchers during the 32<sup>nd</sup> AGM since the meeting is being conducted on a virtual basis.

**GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only a depositor whose name appears on the ROD as at **14 May 2024** shall be entitled to attend, speak and vote at the 32<sup>nd</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

**ANNUAL REPORT 2023**

- The Company’s Annual Report 2023 is available at the Company’s website at <http://www.luxchem.com.my/luxchem-32-agm.html> and Bursa Malaysia’s website at <https://www.bursamalaysia.com> under Company’s announcements.
- You may request for a printed copy of the Annual Report 2023 at <https://tiih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”.
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

**PROXY**

- The 32<sup>nd</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV facilities on 23 May 2024, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

- You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Tuesday, 21 May 2024 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.
- You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("**Tricor**") by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or, alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 32nd AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

## POLL VOTING

- The Voting at the 32<sup>nd</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Scrutineer Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the 32<sup>nd</sup> AGM at 10.00 a.m but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to "Procedures to Remote Participation and Voting via RPV Facilities" provided for guidance on how to vote remotely via **TIIH Online**.
- Upon completion of the voting session for the 32<sup>nd</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via **TIIH Online** website are summarised below:

Procedure		Action
<b>Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" by selecting "<b>Create Account by Individual Holder</b>". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>

(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“LUXCHEM 32<sup>nd</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the proxy form for your record.</li> </ul>
<b>Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>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 the persons stated under <b>“ENQUIRY”</b> section below if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate exercise name: <b>“LUXCHEM 32<sup>nd</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for <b>“SUBMISSION OF PROXY FORM”</b> in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select <b>“Submit”</b> to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

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

The Board recognises that the 32<sup>nd</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 32<sup>nd</sup> AGM, shareholders may in advance, before the 32<sup>nd</sup> AGM, submit questions to the Board of Directors via **TIIH Online** website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than **Tuesday, 21 May 2024 at 10.00 a.m.** The Board of Directors will endeavor to address the questions received at the 32<sup>nd</sup> AGM.

## **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the 32<sup>nd</sup> AGM is allowed.

## **ENQUIRY**

Should you require any assistance on the above, kindly contact our Share Registrar at the phone number and email address provided as below.

### **Share Registrar - Tricor Investor & Issuing House Services Sdn. Bhd.**

**[Registration No. 197101000970 (11324-H)]**

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