

ADMINISTRATIVE DETAILS

Extraordinary General Meeting (“EGM”)

Date	: Wednesday, 8 December 2021
Time	: 11:00 a.m. or at the conclusion of the Forty-fifth (“45th”) Annual General Meeting (“AGM”) of Gamuda or at any adjournment thereof
Remote Participation and Voting Platform	: https://tiih.online or https://tiih.com.my
Domain Registration Number with MYNIC	: D1A282781

MODE OF MEETING

In support of the Government of Malaysia’s ongoing efforts to contain the spread of Coronavirus Disease 2019 (“COVID-19”) and as part of the Group’s safety measures, the Company will conduct the EGM on a **FULLY VIRTUAL** basis through live streaming and online remote voting.

This is in line with the revised Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021, including any amendments that may be made from time to time.

Accordingly, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak [including posing questions to the Board of Directors (“Board”) or Management of the Company via real time submission of typed texts] and vote (collectively, “participate”) remotely at the EGM of the Company (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the procedures for RPV.

Shareholders who appoint proxies to participate via RPV in the EGM of the Company must ensure that the duly executed Forms of Proxy are deposited either by hardcopy or electronic means no later than **Monday, 6 December 2021 at 11:00 a.m.** in the following manner:

- 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

- lodge electronically via **Tricor’s TIIH Online** website at <https://tiih.online>. The procedures on electronic lodgement of proxy form are summarised on pages 4 and 5 of this Administrative Details.

Fax copies of the duly executed Form of Proxy are not acceptable.

If you wish to personally participate in the EGM, please do not submit any Form of Proxy. You will not be allowed to participate in the EGM together with your appointed proxy.

If you have submitted your Form of Proxy prior to the EGM and subsequently decide to personally participate in the EGM, please contact Tricor to revoke/cancel your appointment of proxy.

Corporate representatives of corporate shareholders must deposit their original/duly certified certificate of appointment of corporate representative with Tricor no later than **Monday, 6 December 2021 at 11:00 a.m.** in order to participate via RPV in the EGM of the Company.

Attorneys appointed by power of attorney must deposit their powers of attorney with Tricor no later than **Monday, 6 December 2021 at 11:00 a.m.** in order to participate via RPV in the EGM of the Company.

A shareholder who has appointed a proxy or attorney or authorised representative to participate in the EGM 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 EGM of the Company is a fully virtual EGM, shareholders who are unable to participate in this meeting may appoint the Chairman of the EGM as his/her proxy and indicate the voting instructions in the Form of Proxy.

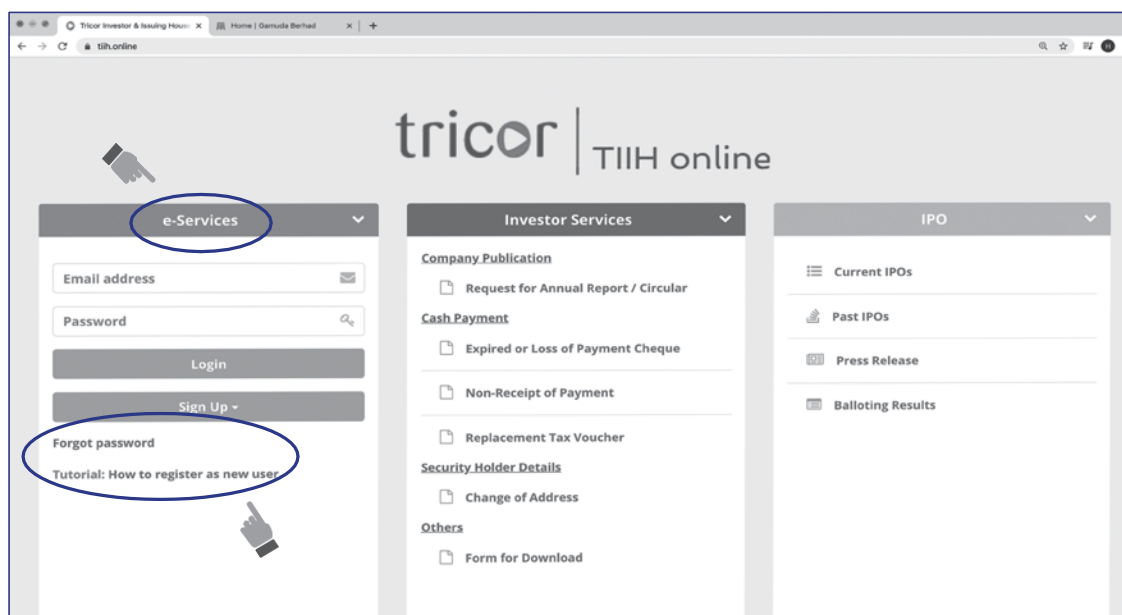
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Shareholders/proxies/corporate representatives/attorneys who wish to participate in the EGM of the Company via the RPV are to follow the requirements and procedures as summarised below: -

Procedure	Action
BEFORE THE EGM	

- Register as a user with TIIH Online
- If you **have not registered** as a user of TIIH Online, please refer to the tutorial guide posted on Tricor’s TIIH Online website for assistance to sign up. Registration as a user will be approved within one working day and you will be notified via email.
- If you are **already a registered user** with TIIH Online, you do not need to register again. You will receive an **e-mail from Tricor** notifying that the remote participation for the EGM is available for registration on TIIH Online.
- Login to TIIH Online website at <https://tiih.online> with your user name (i.e. e-mail address) and password under the “e-Services” (as illustrated below).



- Submission of registration for RPV
 - Registration is open from Tuesday, 9 November 2021 until the day of the EGM scheduled for Wednesday, 8 December 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using RPV.**
 - Login with your user ID and password and select the corporate event: **“(REGISTRATION) GAMUDA EGM”**.
 - Read and agree to the Terms and Conditions and confirm the Declaration.
 - Select “Register for Remote Participation and Voting”.
 - Review your registration and proceed to register.
 - System will send an e-mail 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 **30 November 2021**, the system will send you an e-mail after 6 December 2021 confirming approval of your registration for RPV. The procedures for using the RPV will also be set out in the email. In the event your registration is not approved, you will also be notified via e-mail.

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Extraordinary General Meeting (“EGM”)

Procedure	Action
ON THE DAY OF EGM	
<ul style="list-style-type: none"> Login to TIIH Online 	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.00 a.m. i.e. one hour before the commencement of the EGM on Wednesday, 8 December 2021 at 11:00 a.m.
<ul style="list-style-type: none"> Participating through Live Streaming 	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) GAMUDA EGM”; to engage remotely in the proceedings of the EGM of the Company. 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 this EGM. If there is time constraint, the responses will be published on the Company’s website at the earliest possible, after the EGM. <i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i>
<ul style="list-style-type: none"> Online Remote Voting 	<ul style="list-style-type: none"> Voting session commences from 11:00 a.m. on Wednesday, 8 December 2021 until a time when the Chairman announces the end of the session. To vote, select corporate event: “(REMOTE VOTING) GAMUDA EGM”; or if you are on the live stream meeting page, you can select: “GO TO REMOTE VOTING PAGE”; located below the Query Box. Read and agree to the Terms and 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.
<ul style="list-style-type: none"> End of remote participation 	<ul style="list-style-type: none"> The Live Streaming will end upon announcement by the Chairman on the closure of the EGM.

Note to users of the RPV:

- Once your application to join the EGM is approved, you will be granted the right to participate in the live stream broadcast of the EGM and to vote remotely. Your login to TIIH Online on the day of the EGM 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.
- If you encounter 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 e-mail to tiih.online@my.tricorglobal.com for assistance.

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ELECTRONIC LODGEMENT OF PROXY FORM

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

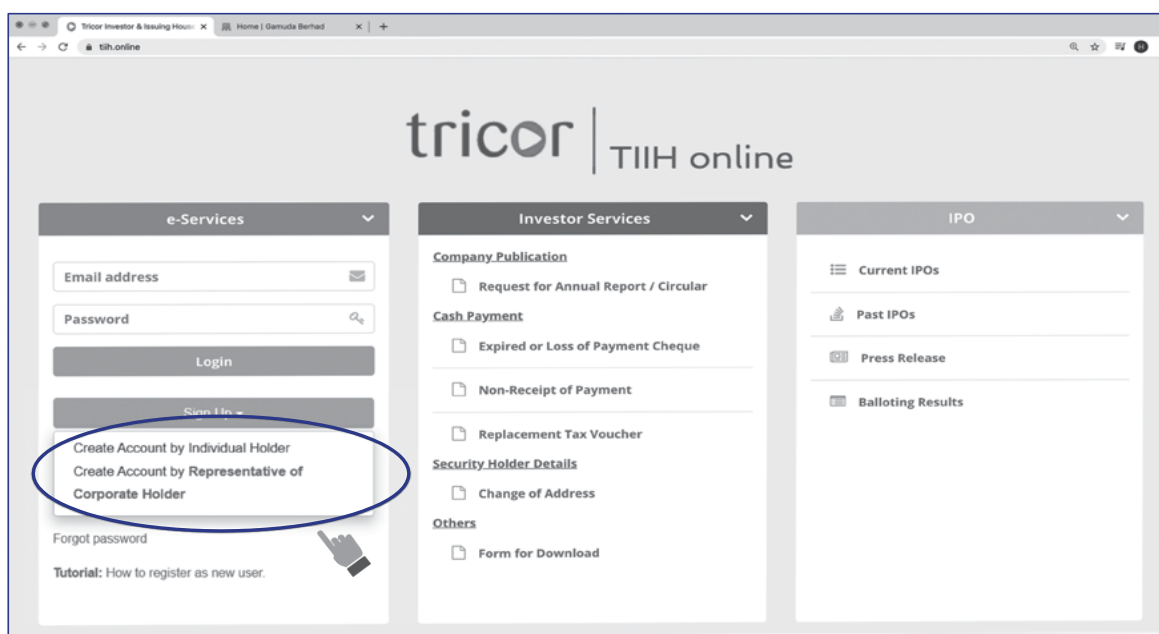
Procedure	Action
APPLICABLE TO INDIVIDUAL SHAREHOLDERS	
(a) Register as a User with TIIH Online website	<ul style="list-style-type: none"> • Please access Tricor’s TIIH Online website at https://tiih.online using your computer or any devices and register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance. • If you are already a registered user with TIIH Online website, you do not need to register again.
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: “GAMUDA EGM – SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and 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. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print or save a PDF copy of the proxy form for your record.

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Procedure	Action
APPLICABLE TO CORPORATION OR INSTITUTIONAL SHAREHOLDERS	

- (a) Register as a User with TIIH Online website
- Access TIIH Online website at <https://tiih.online>.
 - Under e-Services, select **“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.



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 our Share Registrar if you need clarifications on the user registration.

- (b) Proceed with submission of Proxy Form
- Login to TIIH Online website at <https://tiih.online>.
 - Select the corporate event: **“GAMUDA EGM – SUBMISSION OF PROXY FORM”**.
 - Agree to the Terms and Conditions and 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.
 - Submit the proxy appointment file.
 - Proceed to upload the duly completed proxy appointment file.
 - Select “Submit” to complete your submission.
 - Print or save a PDF copy of the confirmation report of your submission for your record.

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VOTING PROCEDURE

Voting at the EGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

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 procedures for online remote voting).

Upon completion of the voting session for the EGM of the Company, the Scrutineers will verify the poll results followed by the Chairman’s announcement whether the resolutions are duly passed.

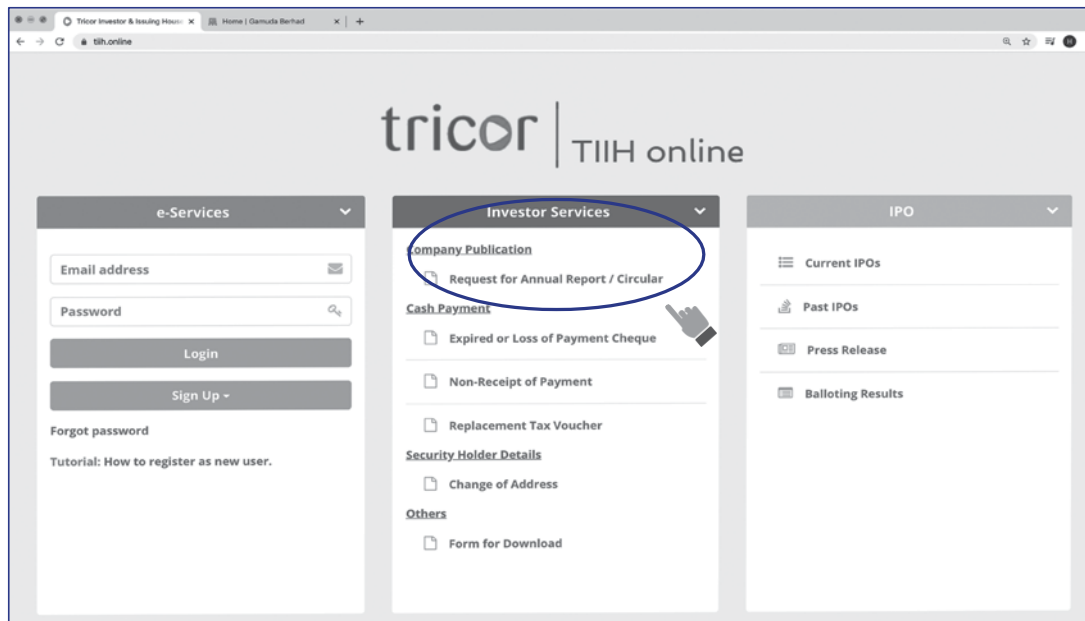
GENERAL MEETING RECORD OF DEPOSITORS

Only shareholders whose names appear in the General Meeting Record of Depositors of the Company maintained by Bursa Malaysia Depository Sdn Bhd as at **30 November 2021** shall be entitled to participate in the EGM or appoint proxies to participate on their behalf.

CIRCULAR TO SHAREHOLDERS AND OTHER DOCUMENTS

The Circular to Shareholders in relation to the Proposed Establishment of an Employees Share Option Scheme, Notice of the EGM, Form of Proxy and this Administrative Details are available at the Company’s website at www.gamuda.com.my and Bursa Malaysia’s website at www.bursamalaysia.com.

You may request for a printed copy of the aforesaid documents mentioned above at <https://tiah.online> by selecting “**Request for Annual Report/Circular**” under the “Investor Services” (as illustrated below). Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.



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PRE-MEETING SUBMISSION OF QUESTION(S) TO THE BOARD

Shareholders or proxies or corporate representatives may submit questions for the Board prior to the EGM via Tricor’s **TIIH Online** website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Monday, 6 December 2021 at 11:00 a.m.** The Board will endeavour to answer these questions received at the EGM of the Company.

NO E-VOUCHER, GIFT OR FOOD VOUCHER

There will be **NO** e-voucher, gift or food voucher for shareholders or proxies who participate in the EGM of the Company.

The Board 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 EGM of the Company.

ENQUIRY

If you have any enquiry prior to the EGM of the Company, please contact the following Tricor’s officers during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (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 : **Mr Ang Wai Meng**
+603-2783 9281
(Wai.Meng.Ang@my.tricorglobal.com)

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

Puan Azizah Kadir
+603-2783 9360
(Azizah@my.tricorglobal.com)