



**PRIVASIA
TECHNOLOGY BERHAD**
200801023769 (825092-U)

C-21-02, 3Two Square
Jalan 19/1, 46300 Petaling Jaya
Selangor, Malaysia

T : +603-7967 9600
WWW.PRIVASIA.COM

ADMINISTRATIVE GUIDE

Sixteenth Annual General Meeting of PRIVASIA Technology Berhad

TO BE HELD AT C-21-02, 3 TWO SQUARE, NO. 2, JALAN 19/1, 46300 PETALING JAYA, SELANGOR DARUL EHSAN ON FRIDAY, 28 JUNE 2024 AT 10.00 A.M.

REGISTRATION

1. Registration will start at 9:00 a.m. and will remain open until the conclusion of the Sixteenth Annual General Meeting (“16th AGM”) or such time as may be determined by the Chairman of the meeting.
2. Please produce your original MyKad/Identification Card or Passport (for foreigners) during registration. Only original MyKad/Identification Card or Passport will be accepted for the purpose of the identity verification. Please ensure that you collect your MyKad/Identification Card or Passport thereafter.
3. No person will be allowed to register on behalf of another person with the original MyKad/Identification Card or Passport of that other person.
4. Upon verification and registration:
 - a. Please sign the Attendance List and an identification wristband and polling slip will be provided at the registration counter;
 - b. If you are attending the 16th AGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - c. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
5. After registration, please vacate the registration area immediately and proceed to the meeting hall.
6. The registration counter will only handle verification of identity and registration of attendance.
7. Help desk support is available for any other enquiries/assistance/revocation of proxy’s appointment.

DOOR GIFT

No door gift would be provided at the 16th AGM.



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PARKING

The parking rate is based on hourly rate and the availability of the car park is subject to first come first serve basis.

LODGEMENT OF PROXY FORM

1. If you are unable to attend the 16th AGM in person and wish to appoint the Chairman of the 16th AGM as your proxy to vote on your behalf, the instrument appointing proxy(ies) may be made in the following manner:

i. In hard copy form

Please deposit your proxy form at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. ("Boardroom"), 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the 16th AGM, i.e. latest by 26 June 2024 at 10:00 a.m or any adjournments thereof or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll; otherwise the instrument of proxy shall not be treated as valid and the person so named shall not be entitled to vote in respect thereof. Any alteration to the Form of Proxy must be initialled.

ii. By electronic means (following the steps below)

For Individual / Corporate shareholder

- a. Log in to <https://investor.boardroomlimited.com>
- b. Select PRIVASIA Technology Berhad Sixteenth (16th) Annual General Meeting from the list of Meeting Events and click "Enter"
- c. Click "Submit eProxy Form"
- d. Select the company you would like to be represented (if you represent more than one (1) company, for Corporate Shareholder).
- e. Enter your CDS Account Number and Number of Securities held.
- f. Select your proxy – either the Chairman of the meeting or individual names proxy(ies).
- g. Read and accept the General Terms & Conditions by clicking "Next".
- h. Enter the required particulars of your proxy(ies)
- i. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- j. Review and confirm your proxy(ies) appointment and click "Apply"
- k. Download or print the eProxy Form as acknowledgement.



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For Authorised Nominee and Exempt Authorised Nominee

- a. Log in to <https://investor.boardroomlimited.com>
- b. Select PRIVASIA Technology Berhad Sixteenth (16th) Annual General Meeting from the list of Meeting Events and click “Enter”
- c. Click “Submit eProxy Form”
- d. Select the company you would like to be represented (if you represent more than one (1) company).
- e. Proceed to download the file format for “Submission of Proxy Form”
- f. Prepare the file for the appointment of proxy(ies) by inserting the required data.
- g. Proceed to upload the duly completed Proxy Appointment file.
- h. Review and confirm your proxy(ies) appointment and click “Submit”.
- i. Download or print the eProxy form as acknowledgement.

Note: If you are the authorised representatives for more than one (1) authorised nominee / exempt authorised nominee/ corporate shareholder, kindly click the home button and select “Edit Profile” in order to add Company name.

If you wish to participate in the 16th AGM yourself, please do not submit any proxy form for the 16th AGM. You will not be allowed to participate in the 16th AGM together with a proxy appointed by you.

REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the 16th AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 16th AGM or proceed to the Help desk counter on the 16th AGM day to do proxy revocation. On revocation, your proxy(ies) will not be allowed to participate in the 16th AGM. In such event, you should advise your proxy(ies) accordingly.

COVID-19 PREVENTION MEASURES

1. Attendees are highly encouraged to perform self-test for Covid-19 at home a day before the meeting.
2. A shareholder/proxy who has symptoms of being unwell or showing any symptoms of Covid-19 is advised not to attend the 16th AGM.
3. Wear a face mask throughout the meeting and clean your hands frequently with alcohol-based hand rub or soap and water.



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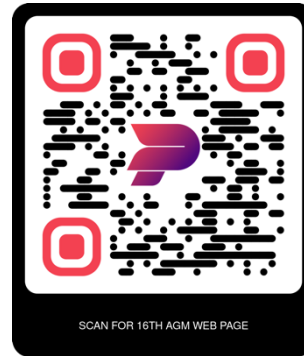
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DIGITAL COPIES OF 16TH AGM DOCUMENTS

As a part of our commitment to environmentally sustainable practices by reducing paper usage, the following documents can be accessed from our website at WWW.PRIVASIA.COM or through scanning the QR code provided. This link will also give you access to the following PRIVASIA documents:

1. Annual Report 2023
2. Sustainability Report 2023
3. Notice of the 16th AGM
4. Proxy Form
5. Corporate Governance Report 2023
6. Request Form
7. Administrative Guide



If you wish to have a printed copy of the Annual Report, the request may be made via in hardcopy form or in electronic form as follows:-

In hardcopy form

By completing the “Request Form” downloaded from our website and submit the form to our Share Registrar’s office at the address stated on the form.

Electronically

- a. By submitting the completed “Request Form” to our Share Registrar via email at bsr.helpdesk@boardroomlimited.com; or
- b. Through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.

VOTING AT MEETING

1. Voting will be conducted by poll in accordance Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator and SKY Corporate Services Sdn Bhd as Independent Scrutineer to verify the poll results.
2. Voting for all the resolutions set out in the Notice of 16th AGM will take place concurrently after the relevant questions in respect of these resolutions have been addressed.



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ENQUIRY

For any enquiries and administrative guide relating to the meeting, please contact Boardroom during office hours from Monday to Friday (8:30 a.m. to 5:30 p.m.), detail as follows:

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor Menara Symphony,
No. 5, Jalan Professor Khoo Kay Kim,
Seksyen 13, 46200 Petaling Jaya,
Selangor Darul Ehsan, Malaysia.
General Line : 603-7890 4700 (Helpdesk)
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA POLICY

By resigning for the meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the number of the Company has consented to the use of such data by PRIVASIA Technology Berhad (or its agents) for the following purposes:

1. For registration;
2. Communicate with the shareholders and proxy holders who participate at the 15th AGM;
3. Respond to the shareholders' and proxy holders' enquiries;
4. For internal record keeping;
5. Send promotional materials, advertisement for marketing purposes;
6. Publication of your personal information in any minutes, website, newsletter, brochure or any other materials which may be published internally or externally;
7. For processing and administration by the Company (or its agents); and
8. Comply with any laws, listing rules, regulations and/or guidelines.

The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.