## ADMINISTRATIVE GUIDE



# SECURITIES SERVICES e-PORTAL

#### WHAT IS Securities Services e-Portal?

Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to -

- Submit the form of proxy electronically paperless submission
- Register for remote participation and voting at meetings
- Attend and participate at meetings remotely via live streaming
- Vote online remotely on resolutions tabled at meetings (referred to as "e-Services")

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by PESTECH International Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.

#### **REQUIRE ASSISTANCE?**

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Mr. Yeow Lip Lin (DID: +603 2084 9006) or Puan Norhasliliwati (DID: +603 2084 9163) or contact our general line (DID: +603 2084 9000) and request for e-Services Assistance. Alternatively, you may email us at <a href="mailto:eservices@sshsb.com.my">eservices@sshsb.com.my</a>.

## **BEFORE THE MEETING**

FIRST, register as a User of Securities Services e-Portal

ALL USERS MUST REGISTER AT LEAST TWO (2) WORKING DAYS BEFORE THE CLOSING DATE AND TIME OF THE SUBMISSION OF THE FORM OF PROXY OR REGISTRATION FOR REMOTE PARTICIPATION AT MEETING ONLINE I.E., BY 25 JUNE 2020, AS ONE (1) WORKING DAY IS REQUIRED TO PROCESS ALL PORTAL USER REGISTRATIONS.

- Step 1 Visit <a href="https://www.sshsb.net.my/login.aspx">https://www.sshsb.net.my/login.aspx</a>
- Step 2 Register as a user registration is free
- Step 3 Wait for our notification email that will be sent within one (1) working day
- Step 4 Verify your user account within seven (7) days of the notification email and log in
- This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you need not register again.
- Your email address is your User ID.

SECOND, once you have successfully registered as a User of Securities Services e-Portal, log in to <a href="https://www.sshsb.net.my/login.aspx">https://www.sshsb.net.my/login.aspx</a> with your registered email and password

Where you wish to participate remotely at	Where you wish to appoint proxy(ies) to
the meeting	participate remotely on your behalf
Register for remote participation at the	Submit your e-Proxy Form online
meeting	[ Refer to (B) below ]
[ Refer to (A) below ]	(or you may also submit the hard copy of the
_ , , ,	Form of Proxy)

#### (A) REGISTRATION FOR REMOTE PARTICIPATION AT MEETING

Meeting	Registration for Remote Participation Closing Date and Time
Extraordinary General Meeting ("EGM") on	Monday, 29 June 2020 at 11:00 a.m.
Wednesday, 1 July 2020 at 11:00 a.m.	

Look for <u>PESTECH International Berhad</u> under Company Name and <u>EGM on 1 July 2020 at 11:00 a.m. – Registration for Remote Participation</u> under Corporate Exercise / Event and click ">" to register for remote participation at the meeting.

#### Step 1 Check if you are attending as -

- Individual shareholder; or
- Corporate or authorised representative of a body corporate
  For body corporate, the appointed corporate/authorised representative has to upload the
  evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power
  of Attorney, letter of authority or other documents proving authority). All documents that
  are not in English or Bahasa Malaysia have to be accompanied by a certified translation
  in English in 1 file. The original evidence of authority and translation thereof, if required,
  have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan
  Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur,
  Malaysia for verification before the registration closing date and time above.

Step 2 Enter your CDS account number or the body corporate's CDS account number.

- A copy of your e-Registration for remote participation can be accessed via My Records (refer to the left navigation panel).
- You need to register for remote participation for <u>every CDS account(s)</u> you have or represent as an individual shareholder or corporate or authorised representative.
- As the meeting will be conducted on a fully virtual basis and the Chairman will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

#### (B) SUBMISSION OF e-PROXY FORM

Meeting	Form of Proxy Submission Closing Date and Time
EGM on Wednesday, 1 July 2020 at 11:00 a.m.	Monday, 29 June 2020 at 11:00 a.m.

Look for <u>PESTECH International Berhad</u> under Company Name and <u>EGM on 1 July 2020 at</u> 11:00 a.m. – <u>Submission of Form of Proxy</u> under Corporate Exercise / Event and click ">" to submit your form of proxy online for the meeting by the submission closing date and time above

#### Step 1 Check if you are submitting the form of proxy as -

- Individual shareholder; or
- Corporate or authorised representative of a body corporate
  For body corporate, the appointed corporate/authorised representative is to upload the
  evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power
  of Attorney, letter of authority or other documents proving authority). All documents that
  are not in English or Bahasa Malaysia have to be accompanied by a certified translation
  in English in 1 file. The original evidence of authority and translation thereof, if required,
  have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan
  Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur,
  Malaysia for verification before the form of proxy submission closing date and time above.
- Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).

You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.

- Step 3 Proceed to indicate how your votes are to be casted against each resolution.
- Step 4 Review and confirm your form of proxy details before submission.
- A copy of your submitted e-Proxy Form can be accessed via My Records (refer to the left navigation panel).
- You need to submit your e-Proxy Form for **every CDS account(s)** you have or represent.

#### **PROXIES**

All appointed proxies need not register for remote participation under (A) above but if the proxy is yet a registered User of the e-Portal, the proxy will **need to register as a User** of the e-Portal at least two (2) working days before the submission closing date and time for form of proxy i.e., **by 25 June 2020**. Upon processing the form of proxy, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, <u>provided the proxy must be a registered user of the e-Portal</u>, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

## ON THE DAY OF THE MEETING

Log in to https://www.sshsb.net.my/login.aspx with your registered email and password

## **JOINING THE LIVE STREAM MEETING (eLive)**

Meeting	eLive Access Date and Time
EGM on Wednesday, 1 July 2020 at 11:00 a.m.	Wednesday, 1 July 2020 at 10:45 a.m.

- Look for <u>PESTECH International Berhad</u> under Company Name and <u>EGM on 1 July 2020 at 11:00 a.m. Live Stream Meeting</u> under Corporate Exercise / Event and click ">" to join the meeting
- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/relevant adviser will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

#### REMOTE ONLINE VOTING DURING THE MEETING (eVoting)

Meeting	eVoting Access Date and Time
EGM on Wednesday, 1 July 2020 at 11:00 a.m.	Wednesday, 1 July 2020 at 11:00 a.m.

- Look for <u>PESTECH International Berhad</u> under Company Name and <u>EGM on 1 July 2020 at 11:00 a.m. Remote Voting</u> under Corporate Exercise / Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the meeting
- Step 1 Cast your votes by clicking on the radio buttons against each resolution
- Step 2 Review your casted votes and confirm and submit the votes
- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout <u>all</u> the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the form of proxy.
- The access to eVoting will close when the Chairman announces the closing of all voting at the respective meeting.
- A copy of your submitted eVoting can be accessed via My Records (refer to the left navigation panel).