



DIVERSIFIED GATEWAY SOLUTIONS BERHAD
(Registration No. 200401036851 (675362-P))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Date & Time : Thursday, 31 March 2022 at 11.00 a.m.

Broadcast Venue : Tricor Business Centre
Manuka 2 & 3 Meeting Room
Unit 29-01, Level 29, Tower A, Vertical Business Suite
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia

Online Meeting Platform : TIIH Online website at <https://tiih.online>

Mode of Meeting

- The EGM of the Company will be conducted fully virtual through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) in Malaysia via its TIIH Online website at <https://tiih.online>.
- The broadcast venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. Shareholders/proxies/corporate representatives/attorneys from the public will not be allowed to attend the meeting in person at the broadcast venue on the day of the meeting.
- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our EGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the EGM.

Remote Participation and Voting

- The RPV facilities are available on Tricor’s 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 EGM using the RPV facilities provided by Tricor.
- Kindly refer to “Procedures for RPV” set out below for the requirements and procedures.

Procedures for RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the EGM using the RPV facilities:

Before the EGM Day

Procedure	Action
i. Register as a user with TIIH Online website	<ul style="list-style-type: none">• Using your computer, access to TIIH Online website at https://tiih.online.• Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial

	<p>guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online website, 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 website.
ii. Submit your request to attend EGM remotely	<ul style="list-style-type: none"> • Registration is open from Wednesday, 9 March 2022 until the day of EGM on Thursday, 31 March 2022. • 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 at the EGM using the RPV facilities. • Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) DGSB 2022 EGM”. • Read and agree to the Terms & 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 is received and will be verified. • After verification of your registration against the Record of Depositors as at 21 March 2022, the system will send you an e-mail on or after 29 March 2022 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online website and registration for the RPV).</i></p>

On the EGM Day

Procedure	Action
i. Login to TIIH Online website	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the EGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of meeting at 11.00 a.m. on Thursday, 31 March 2022.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) DGSB 2022 EGM” to engage in the proceedings of the EGM remotely. • If you have any question for the Board, you may use the Query Box to transmit your question. The Board will try to respond to questions submitted by remote participants during the EGM.
iii. Online remote voting	<ul style="list-style-type: none"> • Voting session will commence from 11.00 a.m. on Thursday, 31 March 2022 until a time when the Chairman announces the end of the session. • Select the corporate event: “(REMOTE VOTING) DGSB 2022 EGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & 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.
iv. End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the conclusion of the EGM, the live streaming will end.

Notes to users of the RPV :

1. 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 website on the day of meeting will indicate your presence at the virtual meeting.
2. 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.

3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, please 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.

Entitlement to Participate

- Only shareholders whose names appear on the **Record of Depositors as at 21 March 2022** shall be entitled to participate in the EGM or appoint proxy(ies) to participate on his/her behalf.
- If a shareholder is unable to participate in the EGM, he/she may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the proxy form.
- If you wish to participate in the EGM yourself, please do not submit any proxy form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.
- A shareholder who has appointed a proxy/authorised representative/attorney to participate in the EGM via RPV must request his/her proxy/authorised representative/attorney to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to “Procedures for RPV”.

Appointment of Proxy or Corporate Representative or Attorney

- Proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the EGM whether in hard copy or by electronic means must be deposited or submitted in the following manner not later than **Tuesday, 29 March 2022 at 11.00 a.m.:**

(i) In hard copy

By hand or post to Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;

(ii) By electronic form

Alternatively, the proxy forms can be lodged electronically via TIIH Online website by following the steps summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
Register as a User with TIIH Online website	<ul style="list-style-type: none"> • Using your computer, please access the TIIH Online website at https://tiih.online. • Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online website, you are not required to register again.
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 ID (i.e. email address) and password. • Select the corporate event: “DGSB 2022 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(s) to vote on your behalf. • Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your

	<p>proxy will decide on your votes.</p> <ul style="list-style-type: none"> • Review and confirm your proxy(s) appointment. • Print the proxy form for record.
<p>ii. <u>Steps for corporation or institutional shareholders</u></p>	
<p>Register as a User with TIIH Online website</p>	<ul style="list-style-type: none"> • Access TIIH Online website at https://tiih.online. • Under “e-Services”, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by “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. <p><i>(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 Tricor if you need clarifications on the user registration.)</i></p>
<p>Proceed with submission of proxy form</p>	<ul style="list-style-type: none"> • Login to TIIH Online website at https://tiih.online. • Select the corporate event name: “DGSB 2022 EGM - SUBMISSION OF PROXY FORM”. • Agree to the Terms & 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. • Login to TIIH Online website, select corporate event name: “DGSB 2022 EGM - SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for record.

Voting at Meeting

- The voting at the EGM will be conducted on poll pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor to conduct the poll voting electronically (“e-voting”) via Tricor e-Vote application (“Tricor e-Vote App”).
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the EGM at 11.00 a.m. on 31 March 2022 but before the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to “Procedures for RPV” provided above for guidance on how to vote remotely via TIIH Online website.

Door Gift or Food Voucher

There will be no door gifts or food vouchers for participating in the EGM.

No Recording or Photography

Unauthorized recording and photography are strictly prohibited at the EGM.

Pre-Meeting Submission of Questions to the Board of Directors

Shareholders may submit questions in relation to the agenda items for the EGM in advance via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post questions and submit electronically no later than Tuesday, 29 March 2022 at 11.00 a.m. The Board will endeavor to address

the questions at the EGM.

Enquiry

If you have any enquiries on the above, please contact Tricor 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