



PEGASUS HEIGHTS BERHAD

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[Registration No. 197401002677 (19727-P)]

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE VIRTUAL FORTY SIXTH (46TH) ANNUAL GENERAL MEETING

- Day, Date and Time** : Friday, 24 September 2021 at 3.00 p.m. or at any adjournment thereof
- Main Venue** : Fully virtual via online meeting platform at <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657)
- Mode of Meeting** : 1. Typed text in the Meeting Platform during the virtual Annual General Meeting
2. Shareholders may submit questions by logging into the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> prior to the virtual Annual General Meeting

MODE OF MEETING

In view of the COVID-19 pandemic and the Company's initiative to curb the spread of COVID-19, the Forty Sixth Annual General Meeting ("**46th AGM**") of the Company will be conducted virtually via the online meeting platform.

The conduct of a fully virtual 46th AGM is in line with the revised Guidance Note and Frequently Asked Questions ("**the Revised Guidance Note and FAQ**") by the Securities Commission Malaysia on 16 July 2021. The Revised Guidance Note and FAQ states that in a fully virtual general meeting, all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Physical gatherings no matter how small are prohibited.

According to the Revised Guidance Note and FAQ, 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.



We strongly encourage you to participate in the fully virtual 46th AGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the 46th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 46th AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 46th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 46th AGM is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

ONLINE REGISTRATION PROCEDURE

Procedure	Action
Before the day of the 46th AGM	
1. Register Online with Boardroom Smart Investor Portal (For first time registration only)	<i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i> a. Access website https://investor.boardroomlimited.com b. Click << Register >> to sign up as a user. c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. d. Please enter a valid email address. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Procedure	Action
Before the day of the 46th AGM	
2. Submit request for remote participation	<p>Registration for remote access will be opened on 26 August 2021. Please note that the closing time to submit your request is at 3.00 p.m. on 22 September 2021 (48 hours before the commencement of the 46th AGM).</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select PEGASUS HEIGHTS BERHAD (46TH) ANNUAL GENERAL MEETING from the list of Corporate Meetings and click “Enter”. Click on “Register for RPEV”. Read and accept the General Terms & Conditions and click “Next”. Enter your CDS Account Number and thereafter submit your request. <p>Appointment of Proxy</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select PEGASUS HEIGHTS BERHAD (46TH) ANNUAL GENERAL MEETING from the list of Corporate Meetings and click “Enter”. Click on “Submit eProxy Form”. Read and accept the General Terms and Conditions by clicking “Next” Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy appointment. Click “Apply”. Download or print the eProxy form as acknowledgement. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. Please provide a copy of the Corporate Representative’s or Proxy’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.
3. Email notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 13 September 2021, you will receive an email from Boardroom approving your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.

Procedure		Action
On the day of the 46th AGM		
4.	Login to Meeting Platform	a. The Meeting Platform will be open for login one (1) hour before the commencement of the 46th AGM. b. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> - Scan the QR Code provided in the email notification; or - Navigate to the website at https://meeting.boardroomlimited.my c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.
5.	Participate	<i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i> a. If you would like to view the live webcast, select the broadcast icon.  b. If you would like to ask a question during the 46th AGM, select the messaging icon.  c. Type your message within the chat box and once completed, click the send button.
6.	Voting	a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session. b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received. c. To change your vote, re-select your voting preference. d. If you wish to cancel your vote, please press " Cancel ".
7.	End of Participation	Upon the announcement by the Chairman on the closure of the 46th AGM, the live webcast will end.

RECORD OF DEPOSITORS FOR THE 46TH AGM

For the purpose of determining whether a member is entitled to attend, participate and vote at the 46th AGM, the Company shall be requesting the Record of Depositors as at 13 September 2021. Only shareholders whose names appear in the Record of Depositors as at 13 September 2021 shall be entitled to attend, participate and vote at the 46th AGM or appoint proxy/proxies on his/her behalf.

PROXY FORM

Please ensure that the hard copy of the original proxy form is deposited with the Share Registrar, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (**kindly refer to Step 2, online registration procedure above**) not less than forty eight (48) hours before the time appointed for holding the meeting or at any adjournment thereof, and in default the instrument of proxy shall not be treated as valid.

NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the 46th AGM of the Company.

ENQUIRY

If you have any general enquiry prior to the 46th AGM, please contact the following persons during office hours (Monday to Friday):

Boardroom Share Registrars Sdn. Bhd.

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

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to 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.