



## APOLLO FOOD HOLDINGS BERHAD

Registration No.: 199401005792 (291471-M)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

#### 28<sup>TH</sup> ANNUAL GENERAL MEETING OF APOLLO FOOD HOLDINGS BERHAD

Meeting Date : Thursday, 27 October 2022  
Time : 9.00 a.m.  
Online Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my> (Domain registration number with MYNIC: D1A282781) provided by Tricor Investor & Issuing House Services Sdn. Bhd. Malaysia

#### MODE OF MEETING

As a precautionary measure to curb the spread of the Coronavirus disease (“COVID-19”), the Company will continue to leverage on technology for the conduct of a virtual AGM in line with Note 1.2 of the revised “Guidance and FAQs on the Conduct of General Meetings for Listed Issuer” issued by the Securities Commission Malaysia on 16 July 2021. The Company wishes to facilitate communication and engagement with shareholders by conducting the 28th AGM on a **virtual basis through live streaming and online remote voting**.

#### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 28<sup>th</sup> Annual General Meeting (“28<sup>th</sup> AGM” or “AGM”) of Apollo Food Holdings Berhad (“Apollo” or the “Company”) using RPV Facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (the “Share Registrar” or “Tricor” or “TIIH”) via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate via RPV Facilities in the 28<sup>th</sup> AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form to the Share Registrar’s Office or by electronic lodgement to Tricor no later than **Tuesday, 25 October 2022 at 9.00 a.m.**

Corporate representatives of corporate members must deposit their **original or duly certified** certificate of appointment of corporate representative to the Share Registrar’s Office not later than **Tuesday, 25 October 2022 at 9.00 a.m.** in order to participate the 28<sup>th</sup> AGM via RPV Facilities.

Attorneys appointed by power of attorney are to deposit their power of attorney with the Share Registrar’s Office not later than **Tuesday, 25 October 2022 at 9.00 a.m.** in order to participate the 28<sup>th</sup> AGM via RPV Facilities.

**A member who has appointed a proxy or attorney or authorised representative to participate at this 28<sup>th</sup> AGM via RPV Facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 28<sup>th</sup> AGM of Apollo Food Holdings Berhad is a fully virtual 28<sup>th</sup> AGM, members who are unable to participate in this 28<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

## PROCEDURES FOR RPV FACILITIES

Members/proxies/corporate representatives/attorneys who wish to participate the 28<sup>th</sup> AGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE 28<sup>TH</sup> AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend 28 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. Friday, 26 August 2022 until the day of 28<sup>th</sup> AGM, Thursday, 27 October 2022.</b> Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 28<sup>th</sup> AGM to ascertain their eligibility to participate the 28<sup>th</sup> AGM using the RPV.</li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) APOLLO 28TH AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>19 October 2022</b>, the system will send you an <b>e-mail after 25 October 2022 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>ON THE 28<sup>TH</sup> AGM DAY (27 OCTOBER 2022)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 28<sup>th</sup> AGM at any time from <b>8.00 a.m.</b> i.e. 1 hour before the commencement of the 28<sup>th</sup> AGM on <b>Thursday, 27 October 2022 at 9.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) APOLLO 28TH AGM</b>” to engage in the proceedings of the 28<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 28<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 9.00 a.m. on Thursday, 27 October 2022</b> until a time when the Chairman announces the completion of the voting session of the 28<sup>th</sup> AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) APOLLO 28TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> </ul>

		<ul style="list-style-type: none"> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 28<sup>th</sup> AGM, the live streaming will end.</li> </ul>

#### Note to users of the RPV Facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online 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 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](mailto:tiih.online@my.tricorglobal.com) for assistance.

#### PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 28<sup>th</sup> AGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Tuesday, 25 October 2022 at 9.00 a.m.** The Board will endeavour to answer the questions received at the 28<sup>th</sup> AGM.

#### ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

Only a depositor whose name appears on the ROD as at **19 October 2022** shall be entitled to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 28<sup>th</sup> AGM or appoint proxies/corporate representatives/attorneys to participate remotely on their behalf.

#### APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

The 28<sup>th</sup> AGM will be conducted in a fully virtual basis via TIIH Online Platform, if you are unable to participate the meeting via RPV on 27 October 2022, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.

Accordingly, Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the 28<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 25 October 2022 at 9.00 a.m.:**

- (i) In Hard Copy:

By hand or post to the Share Registrar's Office 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, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia. not less than forty-eight (48) hours before the time appointed for holding the 28<sup>th</sup> AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

(ii) By Electronic Form:

All members can have the option to submit Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select <b>“Create Account by Individual Holder”</b>. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with Submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>“APOLLO 28TH AGM – Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print Form of Proxy for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional member selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member 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.)</i></p>
(b)	Proceed with Submission of Form of Proxy	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate event: <b>“APOLLO 28TH AGM– Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## POLL VOTING

The Voting at the 28<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

Members can proceed to vote on the resolutions at any time from the commencement of the 28<sup>th</sup> AGM at 09.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to the note above, "Procedures for RPV Facilities" for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 28<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman to declare whether the resolutions are duly passed.

## ANNUAL REPORT 2022

The Company's Annual Report 2022 is available at the Company's website at [http://www.apollofood.com.my/investor\\_relations.php](http://www.apollofood.com.my/investor_relations.php).

Should you require a printed copy of the Annual Report 2022, please request at our Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses give below. We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 28<sup>th</sup> AGM since the meeting is being conducted on a fully virtual basis.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

## RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 28<sup>th</sup> AGM is allowed.

## ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### Share Registrar – Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

#### Contact Persons

- Ms. Lim Lay Kiow : +603-2783 9232 / Email : [Lay.Kiow.Lim@my.tricorglobal.com](mailto:Lay.Kiow.Lim@my.tricorglobal.com)
- Pn. Siti Zalina Osmin : +603-2783 9247 / Email : [Siti.Zalina@my.tricorglobal.com](mailto:Siti.Zalina@my.tricorglobal.com)
- Mr. Lim Jia Jin : +603-2783 9246 / Email : [Jia.Jin.Lim@my.tricorglobal.com](mailto:Jia.Jin.Lim@my.tricorglobal.com)