



DOMINANT ENTERPRISE BERHAD
199101010894 (221206 - D)

ADMINISTRATIVE GUIDE FOR THE THIRTIETH ANNUAL GENERAL MEETING (“30th AGM”)

Date and Time : 29th August 2022 at 10.00 a.m.

Venue : Holiday Villa Hotel, Ruby 5, Level 8, No. 260, Jalan Dato’ Sulaiman, Taman Abad, 80250 Johor Bahru.

Dear Shareholders of Dominant Enterprise Berhad (“DEB” or the “Company”)

Pursuant to the Reopening Safely Guidelines issued by Ministry of Health on 1 April 2022, please find the below requirements and method of participating in the 30th AGM of the Company:

- If you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhoea or shortness of breath, you are required to comply with the directives issued by Ministry of Health to self-quarantine or seek medical advice and will not be allowed to attend the 30th AGM. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the 30th AGM.
- To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 30th AGM in person, the Company will also implement the following precautionary measures for the 30th AGM: -
- Shareholders present in person or by proxy or attorney or authorised representative are required to pre-register themselves with the Company to allow the Company to make the necessary arrangement in relation to the meeting i.e. infrastructure, logistic and meeting venue.
- All attendees are advised to sanitise their hands and wear face mask before entering the venue. Wearing a face mask throughout the 30th AGM proceedings is highly encouraged.

PRE-REGISTRATION TO ATTEND THE 30th AGM

Shareholders are required to register ahead of the 30th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities.

Please do read and follow the following procedures to pre-register your physical attendance at the 30th AGM via the TIH Online website at <https://tiah.online>.

- Login in to TIH Online website with your username (i.e. e-mail address) and password under the “e-Services”. If you have not registered as a user of TIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: **“(REGISTRATION) DOMINANT ENTERPRISE BERHAD 30TH AGM”**.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “Register for Physical Attendance at Meeting Venue”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.

- After verification of your registration against the General Meeting Record of Depositors as at 22nd August 2022 the system will send you an e-mail on 27th August 2022 to approve or reject your registration to attend physically at the Meeting Venue.

REGISTRATION ON THE DAY OF 30th AGM

1. Registration will commence at 9.00 a.m.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
3. A voting slip and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate at the 30th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Saturday, 27th August 2022 at 10.00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-

- (i) In hard copy form
In the case of an appointment made in hard copy form, the proxy form must be deposited at the registered office of the Company situated at Suite 1301, 13th Floor, City Plaza, Jalan Tebrau, 80300 Johor Bahru, Johor.
- (ii) By electronic means via facsimile
In the case of an appointment made by facsimile transmission, the proxy form must be received via facsimile at facsimile no. 07-3328096.
- (iii) By electronic means via email
In the case of an appointment made via email transmission, the proxy form must be received via email at chloe.soon@my.tricorglobal.com.
- (iv) By electronic means via TIIH Online
The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to the Procedures for Electronic Submission of Proxy Form.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the registered office of the Company situated at Suite 1301, 13th Floor, City Plaza, Jalan Tebrau, 80300 Johor Bahru, Johor not later than **Saturday, 27th August 2022 at 10.00 a.m.** to participate in the 30th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please bring the **ORIGINAL** certificate of appointment executed in the manner as stated in the proxy form if this has not been lodged at the Company's registered office earlier.

PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:-

Procedure		Action
i. Steps for Individual Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
(b)	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 name (i.e. email address) and password. Select the corporate event: “DOMINANT ENTERPRISE BERHAD 30th AGM - SUBMISSION OF PROXY FORM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.
ii. Steps for Corporation or Institutional Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “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>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 the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>

(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiah.online. • Select the corporate event: “DOMINANT ENTERPRISE BERHAD 30th AGM -SUBMISSION OF PROXY FORM” • Read and agree to the Terms & Conditions and confirm the 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 proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online, select corporate event: “DOMINANT ENTERPRISE BERHAD 30th AGM - 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 your record.
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NO RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 30th AGM is **strictly not allowed**. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

ENQUIRY

If you have any enquiries on the above, please contact our Share Registrar during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on 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