



Registration No. 200301003119 (605539-H)
(Incorporated in Malaysia)

31 May 2021

Dear Shareholders of Mudajaya Group Berhad (**"Mudajaya"**),

18TH ANNUAL GENERAL MEETING ("AGM")

We are pleased to invite you to participate in the AGM of Mudajaya, which will be conducted **fully virtual** from the broadcast venue, details as set out below:

Day and Date : Tuesday, 29 June 2021
Time : 2.30 p.m.
Broadcast Venue : Level 11, Menara Mudajaya, No. 12A, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia

We enclose herewith the following documents for your kind attention:

1. Notice of AGM
2. Administrative Guide for the AGM
3. Proxy Form
4. Request Form (*for printed copy of Annual Report 2020 and/or Share Buy-Back Statement*)

In our efforts of going green and in preserving the environment, the following documents are available to be downloaded from Mudajaya's corporate website at **www.mudajaya.com**:

1. Annual Report 2020
2. Share Buy-Back Statement
3. Corporate Governance Report 2020
4. Notice of AGM, Administrative Guide, Proxy Form and Request Form

If you wish to receive a printed copy of the Annual Report 2020 and/or Share Buy-Back Statement, kindly complete the Request Form enclosed herewith.

We thank you for your continued support to Mudajaya. If you need any assistance, kindly contact our Company Secretary during office hours at tel no: +603-7806 7899.

Yours faithfully,
For and on behalf of Mudajaya Group Berhad

DATO' YUSLI BIN MOHAMED YUSOFF
Independent Non-Executive Chairman

NOTICE OF 18TH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 18th Annual General Meeting (“**AGM**”) of Mudajaya Group Berhad (“**the Company**”) will be conducted fully virtual from the broadcast venue at Level 11, Menara Mudajaya, No. 12A, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia (“**Broadcast Venue**”) on Tuesday, 29 June 2021 at 2.30 p.m. for the following purposes:-

AS ORDINARY BUSINESS

1. To receive the Audited Financial Statements for the financial year ended 31 December 2020 together with the Directors’ and Auditors’ Reports thereon. *(Please refer to Explanatory Note 1)*

2. To re-elect the following Directors who retire by rotation pursuant to Clause 106 of the Company’s Constitution and being eligible, have offered themselves for re-election:
 - (a) Dato’ Yusli Bin Mohamed Yusoff *(Ordinary Resolution 1)*
 - (b) Ir. James Wong Tet Foh *(Ordinary Resolution 2)*

3. To approve the payment of Directors’ fees and benefits to the Non-Executive Directors of the Company for the period from 30 June 2021 until the conclusion of the next AGM of the Company to be held in 2022. *(Ordinary Resolution 3)*

4. To re-appoint Messrs KPMG PLT as Auditors of the Company for the ensuing year and to authorise the Directors to fix their remuneration. *(Ordinary Resolution 4)*

AS SPECIAL BUSINESS

To consider and if thought fit, to pass the following Resolutions:-

5. **ORDINARY RESOLUTION:
Authority to Issue and Allot Shares pursuant to Sections 75 and 76 of the Companies Act 2016**

“THAT subject always to the Companies Act 2016 (“**the Act**”), the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Securities**”), the Company’s Constitution and the approvals of the relevant government and/or regulatory authorities, the Directors be and are hereby authorised and empowered pursuant to Sections 75 and 76 of the Act:

- (a) to issue and allot new shares in the Company; and/or
- (b) to grant rights to subscribe for shares in the Company; and/or
- (c) to convert any security into shares in the Company; and/or
- (d) to allot shares under an agreement or option or offer,

at any time and from time to time at such price, upon such terms and conditions, for such purposes and to such person(s) whomsoever as the Directors may in their absolute discretion deem fit and expedient in the interest of the Company, provided that the aggregate number of new shares issued pursuant to this resolution, when aggregated with the total number of any such shares issued during the preceding 12 months does not exceed 20% of the total number of issued shares of the Company for the time being (excluding treasury shares) (“**20% General Mandate**”) and THAT such approval of the 20% General Mandate shall continue to be in force until 31 December 2021.

NOTICE OF 18TH ANNUAL GENERAL MEETING

THAT with effect from 1 January 2022, the general mandate shall be reinstated from a 20% limit to a 10% limit provided that the aggregate number of such new shares to be issued, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer by the Company pursuant to this resolution, when aggregated with the total number of any such shares issued during the preceding 12 months does not exceed 10% of the total number of issued shares of the Company for the time being (excluding treasury shares) (**"10% General Mandate"**).

THAT such approval of the 10% General Mandate shall continue to be in force until:

- (a) the conclusion of the next AGM of the Company held after the approval was given;
- (b) the expiration of the period within which the next AGM of the Company is required to be held after the approval was given; or
- (c) revoked or varied by resolution passed by the shareholders of the Company in a general meeting,

whichever is the earlier.

THAT the Directors be and are hereby empowered to obtain the approval from Bursa Securities for the listing of and quotation for such new shares on the Main Market of Bursa Securities.

AND THAT the Directors be further authorised to implement, finalise, complete and take all necessary steps and to do all acts, deeds and things as may be necessary or expedient (including executing such documents as may be required) in order to give full effect to the 20% General Mandate and 10% General Mandate, with full powers to assent to any conditions, modifications, variations and/or amendments as they may deem fit in the best interest of the Company and/or as may be imposed by the relevant authorities."

(Ordinary Resolution 5)

6. **ORDINARY RESOLUTION: Proposed Renewal of Authority for the Purchase by the Company of its Own Shares**

"THAT subject to compliance with the Act, the Company's Constitution, the Main Market Listing Requirements of Bursa Securities and any other relevant rules and regulations that may be in force from time to time, the Company be and is hereby authorised to purchase such number of ordinary shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities, upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company PROVIDED THAT:

- (a) the aggregate number of ordinary shares in the Company which may be purchased and/or held by the Company shall not exceed 10% of the total number of issued shares of the Company at any point in time; and
- (b) the maximum funds to be allocated by the Company for the purpose of purchasing the ordinary shares shall not exceed the latest audited retained profits of the Company.

THAT such authority shall commence upon the passing of this ordinary resolution and shall remain in force until:

- (i) the conclusion of the next AGM of the Company at which time such authority shall lapse unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions; or

NOTICE OF 18TH ANNUAL GENERAL MEETING

- (ii) the expiration of the period within which the next AGM after that date is required by law to be held; or
- (iii) revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting,

whichever occurs first.

THAT authority be and is hereby given to the Directors of the Company to decide in their discretion to retain the ordinary shares in the Company so purchased by the Company as treasury shares and/or to cancel them and/or to resell the treasury shares and/or to distribute them as share dividends and/or subsequently cancel them or such other manner as may be allowed under the Act and the Main Market Listing Requirements of Bursa Securities.

AND THAT the Directors of the Company be and are hereby authorised to take all such steps as are necessary or expedient to implement, finalise or to give full effect to the aforesaid with full power to assent to any conditions, modifications, variations and/or amendments as may be required or imposed by the relevant authorities and to do all such acts and things (including executing all documents) as the Directors may deem fit and expedient in the best interest of the Company.”

(Ordinary Resolution 6)

- 7. To transact any other business of which due notice shall have been received.

By Order of the Board

LEE SUAN CHOO (MAICSA 7017562) (SSM PC No. 202008003634)
CHEAH WAI YUEN (MAICSA 7025907) (SSM PC No. 202008002515)
Company Secretaries

Petaling Jaya
31 May 2021

NOTES:

1. The AGM will be conducted on a virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting facilities (“**RPV**”) which are available on Boardroom Smart Investor Portal at <https://www.boardroomlimited.my>. Please follow the procedures as set out in the Administrative Guide for the AGM in order to register, participate and vote remotely via RPV.
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairman of the Meeting to be present at the main venue. No members/proxies from the public shall be physically present at nor admitted to the Broadcast Venue.
3. A member of the Company who is entitled to attend, participate and vote at a general meeting of the Company, may appoint not more than 2 proxies to attend, participate and vote instead of the member at the meeting. A proxy need not be a member of the Company. There shall be no restriction as to the qualification of the proxy and the proxy shall have the same rights as the member.
4. Where a member is an authorised nominee as defined in the Securities Industry (Central Depositories) Act, 1991 (“**SICDA**”), it may appoint not more than 2 proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.
5. Where a member is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in 1 securities account (“**omnibus account**”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the SICDA which is exempted from compliance with the provisions of subsection 25A(1) of the SICDA.

NOTICE OF 18TH ANNUAL GENERAL MEETING

6. Where a member or the authorised nominee appoints 2 proxies, or where an exempt authorised nominee appoints 2 or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies, otherwise the appointment shall be invalid. An exempt authorised nominee which intends to appoint multiple proxies, must submit separate instruments of proxy.
7. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or if such appointer is a corporation, either under its common seal or under the hand of its officer or attorney duly authorised.
8. The instrument appointing a proxy must be deposited not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof, at the office of the Company's 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 either personally, by fax at (603) 7890 4670, by electronic mail to BSR.Helpdesk@boardroomlimited.com or by sending it through the post. Alternatively, the Proxy Form can be deposited electronically through the Boardroom Smart Investor Portal at <https://www.boardroomlimited.my> not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof.
9. For the purpose of determining who shall be entitled to attend this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at **21 June 2021** and only members whose names appear in the Record of Depositors shall be entitled to attend, participate and vote at this AGM via RPV.
10. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Securities, all resolutions set out in the Notice of AGM shall be put to vote by way of poll.

Personal Data Privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof), and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"); (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

EXPLANATORY NOTES ON ORDINARY AND SPECIAL BUSINESS:

1. Item 1 of the Agenda – Audited Financial Statements for the financial year ended 31 December 2020

This agenda item is meant for discussion only as the provision of Section 340(1)(a) of the Act requires the Audited Financial Statements to be laid at the AGM. As such, this agenda item does not require shareholders' approval and hence, is not put forward for voting.

2. Ordinary Resolutions 1 and 2 – Re-Election of Retiring Directors pursuant to Clause 106 of the Company's Constitution

Pursuant to Clause 106 of the Company's Constitution, one-third or the number nearest to one-third of the Directors of the Company shall retire from office by rotation annually and subject to re-election at the AGM. All Directors shall retire from office once at least in each 3 years but shall be eligible for re-election.

Dato' Yusli Bin Mohamed Yusoff and Ir. James Wong Tet Foh are standing for re-election as Directors of the Company and being eligible, have offered themselves for re-election at this AGM.

The Combined Nomination and Remuneration Committee ("**CNRC**") has assessed the performance and contribution of these retiring Directors and recommended them for re-election as Directors of the Company. Their profiles are set out in the Directors' Profile section of this Annual Report. The Board has endorsed the CNRC's recommendation subject to the shareholders' approval at this AGM.

NOTICE OF 18TH ANNUAL GENERAL MEETING

3. Ordinary Resolution 3 – Payment of Directors’ Fees and Benefits

Section 230(1) of the Act provides amongst others, that the fees and benefits (“**Remuneration**”) payable to the Directors of a listed company shall be approved by the shareholders at a general meeting. The Remuneration payable to the Non-Executive Directors of the Company comprises Directors’ fees, fixed allowance and meeting attendance allowance. The other benefits accorded to the Chairman of the Board are company car and driver, which were also provided to him in the previous year.

In view of the challenging time due to the COVID-19 pandemic, the Board has on 24 February 2021, resolved and agreed to the reduction of the fixed allowance payable to the Chairman of the Board from RM100,000 to RM60,000 per annum. The fixed allowance payable to the Chairman of Audit Committee has also been reduced from RM55,000 to RM40,000 per annum. In addition, the meeting attendance allowance has been reduced from RM2,000 to RM1,000 per meeting.

This Resolution is to seek shareholders’ approval for payment of the Remuneration to the Non-Executive Directors for the period from 30 June 2021 until the conclusion of the next AGM of the Company to be held in 2022, in accordance with the revised remuneration structure as set out below:

	Chairman of the Board	Chairman of Audit Committee	Chairman of other Board Committees	Other Non-Executive Directors
Directors’ Fees <i>(payable on monthly basis)</i>	RM200,000 per annum	RM80,000 per annum	RM80,000 per annum	RM80,000 per annum
Fixed Allowance <i>(payable on quarterly basis)</i>	RM60,000 per annum	RM40,000 per annum	RM6,000 per annum	–
Meeting Allowance for attendance of Board and Board Committee Meetings, and general meetings <i>(payable after each meeting)</i>	RM1,000 per meeting	RM1,000 per meeting	RM1,000 per meeting	RM1,000 per meeting
Other Benefits	Company car and driver	–	–	–

4. Ordinary Resolution 4 – Re-Appointment of Auditors

The Audit Committee has considered the re-appointment of Messrs KPMG PLT as Auditors of the Company based on the criteria prescribed under Paragraph 15.21 of the Main Market Listing Requirements of Bursa Securities. Both the Audit Committee and the Board have recommended the re-appointment of Messrs KPMG PLT as Auditors of the Company.

5. Ordinary Resolution 5 – Authority to Issue and Allot Shares pursuant to Sections 75 and 76 of the Act

Pursuant to the letter dated 16 April 2020 issued by Bursa Securities, listed issuers are allowed to seek a higher limit of general mandate to issue shares of not more than 20% of the total number of issued shares (excluding treasury shares) (“**20% General Mandate**”) to facilitate capital raising in a timely and cost effective manner during this challenging time due to the COVID-19 pandemic. The 20% General Mandate may be utilised by listed issuers to issue shares until 31 December 2021.

With effect from 1 January 2022, the 20% General Mandate will be reinstated to a 10% limit (“**10% General Mandate**”) pursuant to Paragraph 6.03 of the Main Market Listing Requirements of Bursa Securities. The authority for the 10% General Mandate will, unless revoked or varied by the Company in a general meeting, expire at the conclusion of the next AGM or the expiration of the period within which the next AGM is required by law to be held, whichever is earlier.

NOTICE OF 18TH ANNUAL GENERAL MEETING

Having considered the current economic climate and future financial needs of the Group to ensure the long-term sustainability and interest of the Company and its shareholders, the Board would like to seek approval for this general mandate from its shareholders at the AGM. This Resolution, if passed, will empower the Directors to issue and allot shares in the Company, grant rights to subscribe for shares in the Company, convert any security into shares in the Company and/or allot shares under an agreement or option or offer, at any time at such price, upon such terms and conditions, for such purposes and to such person(s) as they consider would be in the interest of the Company.

The Board is of the view that the general mandate would be in the best interest of the Company and its shareholders as it would allow the Company to raise funds efficiently and expeditiously to meet its funding requirements, should the Company be required to do so. It will provide flexibility to the Company for any possible fund raising activities, including but not limited to placement of shares for the purpose of funding current and future investment(s), project(s), acquisition(s) and/or working capital. The general mandate is sought to avoid any delay and cost involved in convening a general meeting merely to approve such issue of shares.

6. Ordinary Resolution 6 – Proposed Renewal of Authority for the Purchase by the Company of its Own Shares

The details on the proposed renewal of authority for the purchase by the Company of its own shares are set out in the Share Buy-back Statement dated 31 May 2021.

STATEMENT ACCOMPANYING NOTICE OF 18TH ANNUAL GENERAL MEETING (PURSUANT TO PARAGRAPH 8.27(2) OF THE MAIN MARKET LISTING REQUIREMENTS OF BURSA SECURITIES)

1. Details of persons who are standing for election as Directors (excluding Directors standing for re-election)

No individual is seeking for election as a Director at the 18th AGM of the Company.

2. A statement relating to general mandate for issue of securities in accordance with Paragraph 6.03(3) of the Main Market Listing Requirements of Bursa Securities

The proposed Ordinary Resolution 5 on the general mandate for issue of securities is a renewal mandate.

Pursuant to the general mandate obtained from the shareholders at the last AGM held on 7 August 2020, the Company had via a private placement exercise, issued 58,987,000 new ordinary shares at RM0.2388 per share to a third party investor for a total cash consideration of RM14.09 million. Details of the utilisation of proceeds raised from the private placement exercise are set out in the Additional Compliance Information section of this Annual Report.



ADMINISTRATIVE GUIDE FOR 18TH ANNUAL GENERAL MEETING

Day and Date	: Tuesday, 29 June 2021
Time	: 2.30 p.m.
Broadcast Venue	: Level 11, Menara Mudajaya, No. 12A, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Virtual Meeting Platform	: https://web.lumiagm.com

A. FULLY VIRTUAL 18TH ANNUAL GENERAL MEETING (“AGM” OR “THE MEETING”)

1. In support of the Government of Malaysia’s ongoing efforts to contain the spread of the Coronavirus (COVID-19) and the Government’s advice of social distancing and not having mass gatherings, Mudajaya Group Berhad (**“the Company”**) would like to leverage on technology advancement by conducting the AGM of the Company on a **fully virtual basis through electronic live streaming and online remote voting**.
2. The main and only venue of the virtual AGM as indicated above is strictly to serve as the Broadcast Venue where the Chairman of the Meeting is physically present and **no shareholders or proxies from the public shall be physically present at nor admitted to the Broadcast Venue**. The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 which provides that the main venue of the virtual Meeting shall be in Malaysia and the Chairman must be present at the Broadcast Venue of the AGM. The electronic means of conducting the AGM on a fully virtual basis will facilitate and enable all shareholders to participate fully in the Meeting proceedings without the need to be physically present at the Broadcast Venue, which is advantageous given the current circumstances relating to COVID-19 and best health practices.
3. The Company will be using its Share Registrar, Boardroom Share Registrars Sdn Bhd’s (**“Boardroom”**) Lumi AGM solution which is available on the designated link at <https://web.lumiagm.com>.
4. Shareholders are reminded to kindly check our website at <https://www.mudajaya.com> for the latest announcements or updates, if any, regarding the administration of the AGM.

B. ENTITLEMENT TO PARTICIPATE AND VOTE AT THE AGM

1. Only shareholders whose names appear in the General Meeting Record of Depositors on **21 June 2021** shall be entitled to virtually attend, participate, pose questions via text and vote at the AGM or appoint a proxy(ies) on his/her behalf.

C. MODE OF COMMUNICATION

1. Shareholders may pose questions via real time submission of typed texts at <https://web.lumiagm.com> during the live streaming of the AGM.
2. Shareholders may submit questions in advance relating to the agenda items of the AGM and/or the Annual Report 2020 commencing from 31 May 2021 and in any event, no later than 2.30 p.m. on 22 June 2021 via Boardroom’s website at <https://www.boardroomlimited.my> by selecting “SUBMIT QUESTION”.

ADMINISTRATIVE GUIDE

FOR 18TH ANNUAL GENERAL MEETING

D. REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Shareholders are encouraged to go online, participate and vote at the AGM via remote participation and electronic voting. **Please follow the steps listed in Note F below on how to request for login ID and password.**
2. Please note that the remote participation and electronic voting are available to:
 - (i) Individual Members;
 - (ii) Corporate Shareholders;
 - (iii) Authorised Nominees; and
 - (iv) Exempt Authorised Nominees.

E. APPOINTMENT OF PROXY

1. A shareholder entitled to participate and vote at the Meeting is entitled to appoint not more than 2 proxies to participate and vote in his/her stead. If you are not able to participate in the AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.
2. The Proxy Form must be deposited with the Company's Share Registrars, Boardroom at **Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** either personally, by fax at (603) 7890 4670, by electronic mail to BSR.Helpdesk@boardroomlimited.com or by sending it through the post not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof. Alternatively, the Proxy Form can be deposited electronically through the Boardroom Smart Investor Portal at <https://www.boardroomlimited.my> not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof.
3. Kindly follow the steps below to register online with Boardroom Smart Investor Portal and to lodge the Proxy Form electronically.

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 to lodge your Proxy Form electronically.]

- a. Access website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and then click <<Register>> to sign up as a user, by creating your own user ID and password.
- c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.

Step 2 – E-Proxy Lodgement

- a. Access website at <https://www.boardroomlimited.my>.
- b. Login with your user ID and password which you have created in Step 1(b) above.
- c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for **"MUDAJAYA GROUP BERHAD EIGHTEENTH (18TH) VIRTUAL ANNUAL GENERAL MEETING"** and click "APPLY".
- d. Read the Terms & Conditions and confirm the Declaration.
- e. Enter your CDS Account number and the total number of securities held.
- f. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click submit.

ADMINISTRATIVE GUIDE FOR 18TH ANNUAL GENERAL MEETING

4. If you wish to participate in the AGM yourself, please do not submit any Proxy Form for the AGM. **You will not be allowed to participate in the AGM together with the proxy(ies) appointed by you.**
5. If you have submitted your Proxy Form prior to the AGM and subsequently decide to personally participate in the AGM, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointment of your proxy(ies) at least 48 hours before the commencement of the AGM. Upon revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, kindly advise your proxy(ies) accordingly.

F. STEPS FOR REGISTRATION FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. You will be able to view a live webcast of the Meeting proceedings, pose questions and submit your votes in real time whilst the Meeting is in progress.
2. For shareholders whose names appear in the Record of Depositors of Bursa Malaysia Securities Berhad on **21 June 2021**, kindly follow the steps below on how to request for a login ID and password to participate in the AGM.

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]

- a. Access website at <https://www.boardroomlimited.my>.
- b. Click **<<Login>>** and then click **<<Register>>** to sign up as a user, by creating your own user ID and password.
- c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: Registration for remote access will be open on 31 May 2021.]

For Individual Members

- Login to <https://www.boardroomlimited.my> using your user ID and password which you have created in Step 1(b) above.
- Select **"VIRTUAL MEETING"** from the main menu and select the correct Corporate Event – **"MUDAJAYA GROUP BERHAD EIGHTEENTH (18TH) VIRTUAL ANNUAL GENERAL MEETING"**.
- Read and agree to the Terms & Conditions.
- Enter your CDS Account number and thereafter submit your request.

For Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees

- Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member and CDS Account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a copy of the Corporate Representative's MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format, and his/her email address.

Thereafter:

- a. You will receive an email notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the General Meeting Record of Depositors as at 21 June 2021, you will receive another email from Boardroom either approving or rejecting your registration for remote participation.
- c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
- d. **Please note that the closing date and time to submit your request for remote participation is 27 June 2021 at 2.30 p.m.**

ADMINISTRATIVE GUIDE

FOR 18TH ANNUAL GENERAL MEETING

Step 3 – Login to Virtual Meeting Portal on the AGM day

[Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Virtual Meeting Portal will be open on **29 June 2021** for login one (1) hour before the commencement of the AGM (i.e. from **1.30 p.m.**).
- b. Follow the steps provided to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal (*Refer to Step 2(c) above*).
- c. The steps will also guide you on how to view the live webcast, pose questions and vote.
- d. The live webcast will end and the Messaging window (for submission of questions) will be disabled once the Chairman announces the closure of the AGM.
- e. You can then logout from the Virtual Meeting Portal.

G. PROCEDURE OF THE AGM

1. The Login User Guide for participation, posing questions and voting at the AGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained.

H. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE AGM

1. You will be able to view the Company's presentation or slides via the live webcast.
2. The Chairman and the Board of Directors will endeavour to respond to the questions submitted via the Messaging window which are related to the resolutions to be tabled at the AGM, as well as the financial performance/prospects of the Company, to the extent where time permits.

[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]

- i) If you would like to view the live webcast, select the "Broadcast" icon.
- ii) If you would like to pose a question during the Meeting, select the "Messaging" icon.
- iii) To submit a question, type your question within the chat box and once completed, click the "Send" button.

I. VOTING PROCEDURE AT THE AGM

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting ("**e-Voting**"). The Company has also appointed Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
2. During the AGM, you will be provided a briefing on the e-Voting housekeeping rules.
3. For the purposes of the AGM, e-Voting may be carried out via personal smart mobile phones, tablets, personal computers or laptops.

ADMINISTRATIVE GUIDE

FOR 18TH ANNUAL GENERAL MEETING

4. There are 2 methods for shareholders and proxies to vote remotely. The methods are:
 - Launch **Lumi AGM** by scanning the QR Code provided to you in the email notification received after successful registration; OR
 - Access to **Lumi AGM** via the website with URL <https://web.lumiagm.com>.
5. You may proceed to cast your votes on each of the proposed resolutions to be tabled at the AGM as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. You are reminded to cast your votes before the poll is closed.
6. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.
 - To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
 - To change your vote, simply select another voting direction.
 - If you wish to cancel your vote, please press "Cancel".
7. The Scrutineers will verify the poll results upon the closure of the poll session by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote are successfully carried or not.

J. NO VOUCHERS/DOOR GIFT

1. There will be NO vouchers or door gift for shareholders/proxies who participate in the AGM.

K. ENQUIRY

1. If you have any enquiries on online registration and/or proxy lodgement, or if you wish to request for technical assistance to participate in the virtual AGM, please contact Boardroom during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Boardroom Share Registrars Sdn Bhd
Tel No : +603-7890 4700 (Helpdesk)
Fax No : +603-7890 4670
Email : BSR.Helpdesk@boardroomlimited.com

2. If you have any general enquiries on the AGM, please email your queries to cheahwy@mudajaya.com prior to the AGM.

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof), and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

MUDAJAYA GROUP BERHAD

Registration No. 200301003119 (605539-H)

Incorporated in Malaysia

PROXY FORM

No. of Shares held	
CDS Account No.	

I/We _____ NRIC No./Company No. _____ Tel No. _____

of _____

being a member of the Company, hereby appoint _____ NRIC No. _____

Email: _____ of _____

and/or _____ NRIC No. _____ Email: _____

of _____

or failing him/her, the Chairman of the Meeting as my/our proxy to attend and vote on my/our behalf at the 18th Annual General Meeting ("**AGM**") of the Company to be conducted fully virtual from the Broadcast Venue at Level 11, Menara Mudajaya, No. 12A, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia on **Tuesday, 29 June 2021** at **2.30 p.m.** and at any adjournment thereof.

Please indicate with 'X' in the space below how you wish your votes to be cast. If no specific direction as to voting is given, the proxy/proxies will vote or abstain from voting at his/their discretion.

ORDINARY RESOLUTIONS		FOR	AGAINST
Resolution 1	Re-election of Dato' Yusli Bin Mohamed Yusoff		
Resolution 2	Re-election of Ir. James Wong Tet Foh		
Resolution 3	Payment of Directors' fees and benefits		
Resolution 4	Re-appointment of KPMG PLT as Auditors		
Resolution 5	Authority to issue and allot shares pursuant to Sections 75 and 76 of the Companies Act 2016		
Resolution 6	Proposed renewal of authority for the purchase by the Company of its own shares		

Dated this _____ day of _____ 2021

Signature of Member

For appointment of 2 proxies, the percentage of shareholdings to be represented by the proxies:		
	No. of Shares	Percentage
1 st Proxy		%
2 nd Proxy		%
Total:		100 %

Common Seal
(for Corporate
Members)

NOTES:

- The AGM will be conducted on a virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting facilities ("**RPV**") which are available on Boardroom Smart Investor Portal at <https://www.boardroomlimited.my>. Please follow the procedures as set out in the Administrative Guide for the AGM in order to register, participate and vote remotely via RPV.
- The Broadcast Venue 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 present at the main venue. No members/proxies from the public shall be physically present at nor admitted to the Broadcast Venue.
- A member of the Company who is entitled to attend, participate and vote at a general meeting of the Company, may appoint not more than 2 proxies to attend, participate and vote instead of the member at the meeting. A proxy need not be a member of the Company. There shall be no restriction as to the qualification of the proxy and the proxy shall have the same rights as the member.
- Where a member is an authorised nominee as defined in the Securities Industry (Central Depositories) Act, 1991 ("**SICDA**"), it may appoint not more than 2 proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.
- Where a member is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in 1 securities account ("**omnibus account**"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the SICDA which is exempted from compliance with the provisions of subsection 25A(1) of the SICDA.
- Where a member or the authorised nominee appoints 2 proxies, or where an exempt authorised nominee appoints 2 or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies, otherwise the appointment shall be invalid. An exempt authorised nominee which intends to appoint multiple proxies, must submit separate instruments of proxy.
- The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing, or if such appointer is a corporation, either under its common seal or under the hand of its officer or attorney duly authorised.
- The instrument appointing a proxy must be deposited not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof, at the office of the Company's 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 either personally, by fax at (603) 7890 4670, by electronic mail to BSR.Helpdesk@boardroomlimited.com or by sending it through the post. Alternatively, the Proxy Form can be deposited electronically through the Boardroom Smart Investor Portal at <https://www.boardroomlimited.my> not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof.
- For the purpose of determining who shall be entitled to attend this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at **21 June 2021** and only members whose names appear in the Record of Depositors shall be entitled to attend, participate and vote at this AGM via RPV.

Personal Data Privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s), the member accepts and agrees to the Personal Data Privacy terms set out in the Notice of AGM dated 31 May 2021.



FOLD THIS FLAP TO SEAL

2ND FOLD HERE

**AFFIX
STAMP
HERE**

MUDAJAYA GROUP BERHAD

Registration No. 200301003119 (605539-H)

c/o Boardroom Share Registrars Sdn Bhd

Registration No. 199601006647 (378993-D)

11th Floor, Menara Symphony

No. 5, Jalan Prof. Khoo Kay Kim

Seksyen 13, 46200 Petaling Jaya

Selangor Darul Ehsan

Malaysia

1ST FOLD HERE



Registration No. 200301003119 (605539-H)
(Incorporated in Malaysia)

REQUEST FORM

for Annual Report 2020 and/or Share Buy-Back Statement dated 31 May 2021

Dear Shareholder,

Please complete your particulars below and return this Request Form to us through post or fax to **(603) 7806 7900** should you wish to receive a printed copy of the Annual Report 2020 and/or Share Buy-Back Statement. You may also contact Ms Puganeswary Raman at **(603) 7806 7931** or e-mail your request to **puganeswary.raman@mudajaya.com** or **cheahwy@mudajaya.com**. Alternatively, you may submit your request in the Boardroom Smart Investor Portal at **https://www.boardroomlimited.my** under **"Investor Services"**.

The printed copy of the Annual Report 2020 and/or Share Buy-Back Statement will be posted to you within 4 market days from the date of receipt of your verbal or written request.

You may also view the Annual Report 2020 and Share Buy-Back Statement from our website at **www.mudajaya.com** or scan the QR Code below to download the said documents.

Please tick (√) to indicate the document(s) you wish to receive:

Annual Report 2020

Share Buy-Back Statement dated 31 May 2021

Full Name:

NRIC / Passport / Company No:

CDS Account No:

Mailing Address:

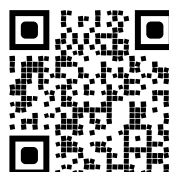
.....

.....

Tel / Mobile No:

.....
Signature of Shareholder

1. Download the "QR Code Reader" on Apple App Store or Google Play Store.
2. Run the QR Code Reader app and point your camera to the QR Code.
3. Get access to our online version of:



Annual Report 2020



Share Buy-Back Statement



FOLD THIS FLAP TO SEAL

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**AFFIX
STAMP
HERE**

The Company Secretary
MUDAJAYA GROUP BERHAD
Registration No. 200301003119 (605539-H)

PH1, Menara Mudajaya
No. 12A, Jalan PJU 7/3
Mutiara Damansara
47810 Petaling Jaya
Selangor Darul Ehsan
Malaysia

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