



**DOLPHIN INTERNATIONAL BERHAD**  
(Registration No. 201201016010 (1001521-X))  
(Incorporated in Malaysia)

## Administrative Notes for the Eighth Annual General Meeting

Date : Monday, 7 December 2020  
Time : 10.00 a.m.  
Broadcast Venue : Level 12, Training Room, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan

### **Remote Participation and Voting at Full Virtual Meeting**

The Company's Eighth Annual General Meeting ("AGM") will be conducted on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting ("RPV") facilities which are available on Boardroom Smart Investor Portal at <https://www.boardroomlimited.my>.

The Chairman of the AGM will be at the Broadcast Venue in compliance with Section 327(2) of the Companies Act 2016. No member or proxy shall be physically present at the Broadcast Venue.

### **Entitlement to Participate and Vote**

Only members whose names appear in the Record of Depositors on 30 November 2020 (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate, speak and /or vote on his/her behalf.

As guided by the Securities Commission's Guidance and FAQs on the Conduct of General Meetings for Listed Issuers that was issued on 18 April 2020 and subsequently revised on 14 May 2020, 9 June 2020 and 13 October 2020, the right to speak is not limited to verbal communication only but includes other modes of expression. Therefore, all members or proxies shall communicate with the main venue of the AGM via real time submission of typed texts through a text box within Boardroom Smart Investor Portal's platform during the live streaming of the AGM or email questions to [investors@dolphineng.com](mailto:investors@dolphineng.com) prior to the AGM.

### **Appointment of Proxy**

Members are encouraged to participate and vote at the AGM remotely via RPV facilities. If a member is not able to participate in the AGM via RPV facilities, he/she may appoint another person or the Chairman of the AGM as his/her proxy and indicate the voting instructions in the Form of Proxy.

Please take note that you **must** complete the Form of Proxy for the AGM should you wish to appoint a proxy(ies).

You may download the Form of Proxy for the AGM from the Company's website at [www.dolphinbhd.com](http://www.dolphinbhd.com)

Please ensure the original Form of Proxy is deposited at the Share Registrar's office of the Company, at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan **not later than Saturday, 5 December 2020, 10.00 a.m.**, 48 hours before the time appointed for holding the AGM.

Corporate shareholders, authorised nominees and exempt authorised nominees are to refer to "Step 2 – Submit Request for Remote Participation User ID and Password" below.




### **Revocation of Proxy**

If you decide to change your proxy or wish to participate in the AGM by yourself after you have deposited the Form of Proxy, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy **not later than Saturday, 5 December 2020, 10.00 a.m.**, 48 hours before the AGM.

### **Poll Voting**

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 Share Registrars Sdn Bhd ("Boardroom") as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and will appoint Scrutineers to verify the poll results.

### **E-Voting Procedure**

1. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence 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.
2. E-voting could be carried out via the following voting devices:-
  - a. Personal smart mobile phones  ;
  - b. Tablets  ; or
  - c. Laptops  ;
3. There are 3 methods for members and proxies to use either one of the above devices to vote:-
  - a. Download the free **Lumi AGM** from Apple App Store or Google Play Store prior to the meeting **OR**
  - b. Using QR Scanner Code given in the email to you **OR**
  - c. Using website URL: <https://web.lumiagm.com>
4. The polling will only commence after the announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
5. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter, and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

## Registration for Remote Participation and Electronic Voting

Step-by-step procedure for registration:-

### **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. Submit request for Remote Participation user ID and Password.]*

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be sent to you.

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

*[Note: The registration for remote access will be opened on 30 October 2020 and closed on 5 December 2020 at 10.00 am.]*

#### **Individual Members**

- Login to <https://boardroomlimited.my> using your User ID and Password above.
- Select "Hybrid/Virtual Meeting" from the main menu and select the correct Corporate Event "Dolphin International Berhad's AGM".
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

#### **Corporate Shareholders**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request; and
- Provide a photocopy of the corporate representative's MyKAD (front and back) or passport together with his/her email address.

#### **Authorised Nominee and Exempt Authorised Nominee**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request; and
  - Provide a photocopy of the proxy holder's MyKAD (front and back) or passport together with his/her email address.
- a. You will receive a notification from Boardroom that your request has been received and is being verified.
  - b. Upon system verification against the General Meeting Record of Depositors, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.

- c. You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- d. Please note that the **closing time to submit your request is at 10.00 a.m. on 5 December 2020** (48 hours before the commencement of AGM).

### **Step 3 – Login to Virtual Meeting Portal**

*[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast 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 for **login starting from 9.00 a.m. on 7 December 2020 (AGM to commence at 10.00 a.m.)**.
- b. Follow the steps given 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 how to view live web cast, ask questions and vote.
- d. The live web cast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the AGM.
- e. You can now logout from Virtual Meeting Portal.

### **Participation at AGM**

The Chairman and the Directors will endeavour their best to respond to the questions submitted by members/proxies which are related to the resolutions to be tabled at the AGM.

Members/proxies may proceed to cast votes on each of the proposed resolutions, to be tabled at the AGM respectively after the Chairman has opened the poll on the resolutions. Members/proxies are reminded to cast their votes before the poll is closed.

### **Enquiry**

Should you have any query, please contact Boardroom at 03-7890 4700 or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com).

### **Personal data privacy**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak and vote at the AGM and/or any adjournment thereof, a member of the Company:

- (i) consents to the collection, use and disclose 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 agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");
- (ii) warrants that the member has obtained the prior consent of such 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 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.