

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL NINTH ANNUAL GENERAL MEETING

1. FULLY VIRTUAL NINTH ANNUAL GENERAL MEETING (“9TH AGM”)

Day, Date and Time of Meeting : **Friday, 17 December 2021 at 11.00 a.m.**

Meeting Venue and Online Meeting Platform : **<https://meeting.boardroomlimited.my>**
(Domain Registration No. with MYNIC - D6A357657) provided by Boardroom Share Registrars Sdn. Bhd. in Malaysia

As a precautionary measure amid the COVID-19 outbreak, the Company’s forthcoming 9th AGM will be conducted on a fully virtual basis through live streaming and online Remote Participation and Electronic Voting (“RPEV”) facilities via Online Meeting Platform as stated above, as the safety of our shareholders, Directors, staff and other stakeholders who will attend this meeting is of paramount importance to us.

The conduct of a fully virtual meeting of members or general meeting is in line with the revised Guidance Note and Frequently Asked Questions of the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 (“the Revised Guidance Note and FAQ”). The listed issuer is encouraged to conduct a fully virtual general meeting where all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online.

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.

Kindly note that the quality of the live stream is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

2. ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

Only shareholders whose names appear on the Record of Depositors (“ROD”) as at 10 December 2021 shall be eligible to participate and vote remotely in the virtual 9th AGM or appoint proxy(ies)/ the Chairman of the meeting to participate and/or vote on his/her behalf.

3. 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. as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and will appoint Scrutineers to verify the poll results.



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4. RPEV FACILITIES

Shareholders and proxies are advised to log in to the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> for the following services:-

- (a) Register participation for the virtual 9th AGM
- (b) Submit eProxy form electronically
- (c) Submit questions prior to the virtual 9th AGM

Before the day of the virtual 9th AGM

Step 1 – Register online with Boardroom Smart Investor Portal (For first time registration only)

Note : If you have already signed with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2

- (i) Access website <https://investor.boardroomlimited.com>
- (ii) Click < Register > to sign up as a user.
- (iii) Complete registration and upload softcopy of MyKad (front and back) or passport in JPG/PNG/PDF format.
- (iv) An email will be sent to you to verify your email address.
- (v) Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit request for remote participation

Note : The registration for RPEV will be opened on 29 October 2021 and end on 15 December 2021 at 11.00 a.m.

Individual Shareholder

- (i) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- (ii) Select “DOLPHIN INTERNATIONAL BERHAD NINTH ANNUAL GENERAL MEETING” from the list of Corporate Meeting and click “Enter”.
- (iii) Click on “Register for RPEV”.
- (iv) Read and accept the General Terms and Conditions and enter your CDS account number to submit your request.

Appointment of Proxy

- (i) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- (ii) Select “DOLPHIN INTERNATIONAL BERHAD NINTH ANNUAL GENERAL MEETING” from the list of Corporate Meeting and click “Enter”.
- (iii) Click on “Submit eProxy Form”
- (iv) Read and accept the General Terms and Conditions and enter your CDS account number to appoint proxy and insert proxy details and voting instructions.

Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee

- (i) Write to bsr.helpdesk@boardroomlimited.com and provide the name of shareholder, CDS account number and Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.
- (ii) Provide a softcopy of the corporate representative's or proxy's MyKad (front and back) or passport in JPG/PNG/PDF format together with his / her email address.

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Step 3 – Verification and email notification

- (i) You will receive an email from Boardroom that your request has been received and is being verified.
- (ii) Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom with the Meeting ID, user ID and password for the virtual 9th AGM. You will also be notified in the event your registration is rejected.

On the day of the virtual 9th AGM

Step 4 – Login to RPEV

- (i) The RPEV will be opened for login commencing from 10.00 a.m. on 17 December 2021 (virtual 9th AGM to commence at 11.00 a.m.).
- (ii) Click the link provided in the email in Step 3(ii) above to join the virtual 9th AGM. Insert the Meeting ID and sign in with the user ID and password provided to you via the same email.

Step 5 – Participate

- (i) Please follow the User Guides to view the live webcast, submit questions and vote.
- (ii) To view the live webcast, select the broadcast icon.
- (iii) To ask a question during the virtual 9th AGM, select the messaging icon, type your question in the chat box and click the send button to submit.

Step 6 – Vote

- (i) Once voting has commenced, the voting icon will appear with the resolutions and voting choices until the Chairman declares the end of the voting session.
- (ii) To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received.
- (iii) To change your vote, re-select your voting preference.
- (iv) If you wish to cancel your vote, please press “Cancel”.

Step 7 – End

- (i) Upon declaration by the Chairman of the closure of the virtual 9th AGM, the live webcast will end.

5 APPOINTMENT OF PROXY AND LODGEMENT OF FORM OF PROXY

Shareholders are encouraged to go online, participate and vote at the 9th AGM via remote participation. If you are unable to attend the virtual 9th AGM, you are encouraged to appoint proxy(ies) or the Chairman of the virtual 9th AGM as your proxy and indicate the voting instructions in the Form of Proxy.

If you wish to participate in the virtual 9th AGM yourself, please do not submit any Form of Proxy. You will not be allowed to attend the virtual 9th AGM together with a proxy appointed by you.

The Form of Proxy can be deposited at the office of the Share Registrar of the Company, Boardroom Share Registrars Sdn. Bhd. at **11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not later than Wednesday, 15 December 2021, 11.00 a.m.**, 48 hours before the time appointed for holding the virtual 9th AGM.

You may also submit the proxy appointment electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> **not later than Wednesday, 15 December 2021, 11.00 a.m.** For further information on the electronic submission of Form of Proxy, kindly refer to the steps in the item 4 above.



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5 APPOINTMENT OF PROXY AND LODGEMENT OF FORM OF PROXY (CONT'D)

If you have submitted your Form of Proxy prior to the virtual 9th AGM and subsequently decide to appoint another person or wish to participate in the virtual 9th AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) not later than Wednesday, 15 December 2021, 11.00 a.m., 48 hours before the virtual 9th AGM. On revocation, your proxy(ies) will not be allowed to participate in the virtual 9th AGM. In such an event, you should advise your proxy(ies) accordingly.

6. SUBMISSION OF QUESTIONS

(a) Prior to the virtual 9th AGM

Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Portal at <https://investor.boardroomlimited.com>, select "Submit Questions" after select "DOLPHIN INTERNATIONAL BERHAD NINTH ANNUAL GENERAL MEETING" from the list of Corporate Meeting latest by 15 December 2021 at 11.00 a.m.

(b) During the virtual 9th AGM

Shareholders may type their questions in the chat box at any time during the virtual 9th AGM. The Board and Management will endeavor to provide the responses to the questions at the virtual 9th AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual 9th AGM.

7. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the virtual 9th AGM is allowed without the prior written permission of the Company.

8. ENQUIRY

If you have any enquiry prior to the virtual 9th AGM, please contact our Share Registrar during office hours on Mondays to Fridays, from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

Boardroom Share Registrars Sdn. Bhd.
Registration No. 199601006647 (378993-D)

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

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PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak and vote at the virtual 9th 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 virtual 9th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the virtual 9th 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.