



ADMINISTRATIVE GUIDE

FOR THE FULLY VIRTUAL TENTH ANNUAL GENERAL MEETING

1. FULLY VIRTUAL TENTH ANNUAL GENERAL MEETING (“10TH AGM”)

Day, Date and Time of Meeting : **Thursday, 8 December 2022 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***

The Company’s forthcoming 10th 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.

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a virtual 10th AGM would promote greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the RPEV facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the virtual 10th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the virtual 10th AGM.

Kindly note that the quality of the live streaming 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 1 December 2022 shall be eligible to participate and vote remotely in the virtual 10th 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 (“BSIP”) at <https://investor.boardroomlimited.com> for the following services:-

- (a) Register participation for the virtual 10th AGM
- (b) Submit eForm of Proxy electronically
- (c) Submit questions prior to the virtual 10th AGM

Before the day of the virtual 10th AGM

Step 1 – Register online with BSIP (For first time registration only)

Note : If you have already signed with BSIP, 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 with all required information. Upload and attach softcopy of MyKad (front and back) or passport in JPG/PNG/PDF format.
- (iv) Enter a valid mobile number and email address.
- (v) You will receive an email from BSIP for email address verification. Click ‘Verify E-Mail Address’ in the e-mail received to continue with the registration.
- (vi) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click ‘Request OTP Code’ and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click ‘Enter’ to complete the process.
- (vii) Once your mobile number is verified, registration of your new BSIP account will be pending final verification. Your registration will be verified and approved within one business day and an email notification will be provided. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.

Step 2 – Submit request for remote participation

Note : The registration for RPEV will be opened on 31 October 2022 and end on 6 December 2022 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 TENTH 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 e-Proxy – Individual Shareholder

- (i) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- (ii) Select “DOLPHIN INTERNATIONAL BERHAD TENTH ANNUAL GENERAL MEETING” from the list of Corporate Meeting and click “Enter”.
- (iii) Click on “Submit eForm of Proxy”.
- (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.
- (v) If you wish your proxy(ies) to act upon his/her discretion, please indicate ‘Discretionary’.
- (vi) Review and confirm your proxy(ies) appointment.
- (vii) Click “Apply”.
- (viii) Download or print the eForm of Proxy as acknowledgement.



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4. RPEV FACILITIES (CONT'D)

Before the day of the virtual 10th AGM (Cont'd)
<p>Step 2 – Submit request for remote participation (Cont'd)</p> <p><u>Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee</u></p> <ul style="list-style-type: none">(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.
<p>Step 3 – Verification and email notification</p> <ul style="list-style-type: none">(i) 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 You the Meeting ID, user ID and password for the virtual 10th AGM. You will also be notified in the event your registration is rejected.
On the day of the virtual 10th AGM
<p>Step 4 – Login to RPEV</p> <ul style="list-style-type: none">(i) The RPEV will be opened for login commencing from 10.00 a.m. on 8 December 2022 (virtual 10th 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 10th AGM. Insert the Meeting ID and sign in with the user ID and password provided to you via the same email.
<p>Step 5 – Participate</p> <ul style="list-style-type: none">(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 10th AGM, select the messaging icon, type your question in the chat box and click the send button to submit.
<p>Step 6 – Vote</p> <ul style="list-style-type: none">(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".(v) The voting icon will be disabled upon the closure of the poll.
<p>Step 7 – End</p> <ul style="list-style-type: none">(i) Upon declaration by the Chairman of the closure of the virtual 10th AGM, the live webcast will end.

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5. APPOINTMENT OF PROXY AND LODGEMENT OF FORM OF PROXY

Shareholders are encouraged to go online, participate and vote at the 10th AGM via remote participation. If you are unable to attend the virtual 10th AGM, you are encouraged to appoint proxy(ies) or the Chairman of the virtual 10th AGM as your proxy and indicate the voting instructions in the Form of Proxy.

If you wish to participate in the virtual 10th AGM yourself, please do not submit any Form of Proxy. You will not be allowed to attend the virtual 10th 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 Tuesday, 6 December 2022, 11.00 a.m.**, 48 hours before the time appointed for holding the virtual 10th AGM.

You may also submit the proxy appointment electronically via BSIP at <https://investor.boardroomlimited.com> **not later than Tuesday, 6 December 2022, 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.

If you have submitted your Form of Proxy prior to the virtual 10th AGM and subsequently decide to appoint another person or wish to participate in the virtual 10th AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) **not later than Tuesday, 6 December 2022, 11.00 a.m.**, 48 hours before the virtual 10th AGM. On revocation, your proxy(ies) will not be allowed to participate in the virtual 10th AGM. In such an event, you should advise your proxy(ies) accordingly.

6. SUBMISSION OF QUESTIONS

- (a) Prior to the virtual 10th AGM

Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Portal at <https://investor.boardroomlimited.com>, select **"DOLPHIN INTERNATIONAL BERHAD TENTH (10TH) VIRTUAL ANNUAL GENERAL MEETING"** from the list of Corporate Meeting and select **"Submit Question"** and pose your questions (Pre-virtual 10th AGM Questions) **latest by 6 December 2022, 11.00 a.m.**

- (b) During the virtual 10th AGM

Shareholders may type their questions in the chat box at any time during the virtual 10th AGM. The Board and Management will endeavor to provide the responses to the questions at the virtual 10th AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual 10th AGM.

7. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the virtual 10th AGM is allowed without the prior written permission of the Company.



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8. ENQUIRY

If you have any enquiry prior to the virtual 10th 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

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak and vote at the virtual 10th 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 10th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the virtual 10th 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.