

# NOTICE OF THE EIGHTH ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN THAT** the Eighth Annual General Meeting (“8<sup>th</sup> AGM”) of HSS Engineers Berhad (the “Company” or “HEB”) will be conducted as a fully virtual meeting through live streaming and online remote voting using Remote Participation and Voting (“RPV”) facilities via the online meeting platform of TIH Online website at <https://tthh.online> or <https://tthh.com.my> (Domain registration no. with MYNIC: D1A282781) on Thursday, 8 June 2023 at 10.00 a.m. for the following purposes:

## AGENDA

### As Ordinary Business

- To receive the Audited Financial Statements for the financial year ended 31 December 2022 together with the Reports of the Directors and Auditors thereon. *(Please refer to Note 1 of the Explanatory Notes)*
- To declare a final single tier dividend of 0.92 sen per ordinary share for the financial year ended 31 December 2022. **Ordinary Resolution 1**
- To approve the payment of Directors’ Fees payable to the Non-Executive Directors of the Company up to an amount of RM396,000.00 from this Annual General Meeting until the next Annual General Meeting of the Company. **Ordinary Resolution 2**  
*(Please refer to Note 2 of the Explanatory Notes)*
- To approve the payment of Directors’ benefits (excluding Directors’ Fees) payable to the Directors of the Company and its subsidiaries up to an amount of RM126,000.00 from this Annual General Meeting until the next Annual General Meeting of the Company. **Ordinary Resolution 3**  
*(Please refer to Note 2 of the Explanatory Notes)*
- To re-elect the following Directors who are retiring pursuant to Clause 93 of the Constitution of the Company:-  
(i) Tan Sri Ir. Kunasingam A/L V.Sittampalam  
(ii) Ir. Sharifah Azlina Bt Raja Kamal Pasmah  
(iii) Datuk Ir. Teo Chok Boo **Ordinary Resolution 4**  
**Ordinary Resolution 5**  
**Ordinary Resolution 6**  
*(Please refer to Note 3 of the Explanatory Notes)*
- To re-appoint KPMG PLT as External Auditors of the Company and to authorise the Directors to fix their remuneration. **Ordinary Resolution 7**

### As Special Business

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

- Authority under Section 76 of the Companies Act 2016 for the Directors to allot and issue shares** **Ordinary Resolution 8**  
*(Please refer to Note 4 of the Explanatory Notes)*

“THAT pursuant to Section 76 of the Companies Act 2016, the Directors be and are hereby authorised to allot and issue shares in the Company at any time until the conclusion of the next Annual General Meeting and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares of the Company for the time being, subject always to the approval of all relevant regulatory bodies being obtained for such allotment and issuance.

THAT in connection with the above, pursuant to Section 85 and Clause 8 of the Constitution of the Company, the shareholders do hereby waive the statutory pre-emptive rights of the offered shares in proportion of their holdings at such price and at such terms to be offered arising from any issuance of new shares above by the Company.

AND THAT the new shares to be issued shall, upon allotment and issuance, rank equally in all respects with the existing shares of the Company, save and except that they shall not be entitled to any dividends, rights, allotments and/or any other forms of distribution that which may be declared, made or paid before the date of allotment of such new shares.”
- To transact any other business for which due notice shall have been given.

## NOTICE OF DIVIDEND ENTITLEMENT AND PAYMENT

NOTICE IS ALSO HEREBY GIVEN THAT, subject to the approval of the shareholders at the 8<sup>th</sup> AGM, a final single tier dividend of 0.92 sen per ordinary share for the financial year ended 31 December 2022 will be paid on 23 June 2023 to depositors whose names appear in the Record of Depositors on 13 June 2023.

A Depositor shall qualify for entitlement to the Dividend only in respect of:-

- Shares transferred to the Depositor’s securities account before 4.30 p.m. on 13 June 2023 in respect of transfers.
- Shares bought on Bursa Malaysia Securities Berhad on a cum entitlement basis according to the Rules of Bursa Malaysia Securities Berhad.

## BY ORDER OF THE BOARD

**TAI YIT CHAN** (MAICSA 7009143) (SSM PC No.: 202008001023)  
**TAN AI NING** (MAICSA 7015852) (SSM PC No.: 202008000067)  
Company Secretaries

Selangor Darul Ehsan  
Date: 27 April 2023

## NOTES:

- The 8<sup>th</sup> AGM will be conducted on a fully virtual basis via TIH Online website at <https://tthh.online>. Please refer to the Administrative Guide for the 8<sup>th</sup> AGM for the procedures to register, participate and vote remotely through the RPV facilities.  
The Administrative Guide on the conduct of the fully virtual 8<sup>th</sup> AGM of the Company is available at the Company’s website at <https://www.hssgroup.com.my/>.
- 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 and all meeting participants including Chairman of the meeting, board members, senior management and shareholders are to participate in the meeting online.
- A member of the Company entitled to participate and vote at the meeting is entitled to appoint a proxy or proxies to participate and vote in his stead. A proxy may but need not be a member of the Company. There shall be no restriction as to the qualification of the proxy.
- Where a member appoints more than one (1) proxy, the appointments shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy. A proxy appointed to participate and vote at the 8<sup>th</sup> AGM shall have the same rights as the member to participate at the 8<sup>th</sup> AGM.
- Where a member is an Exempt Authorised Nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“**omnibus account**”) as defined under the Securities Industry (Central Depositories) Act, 1991, there shall be no limit to the number of proxies which the Exempt Authorised Nominee may appoint in respect of each omnibus account it holds.
- The instrument appointing a proxy must be executed under its Common Seal or signed by an officer or attorney so authorised, if the appointor is a corporation.
- The instrument appointing a proxy or proxies and the power of attorney or other authority (if any) under which it is signed or a notariarily certified copy of such power or authority, must be deposited at the Company’s Share Registrar’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan. Alternatively, to be submitted electronically, via TIH Online at website <https://tthh.online>, not less than forty-eight (48) hours before the time for holding the meeting or at any adjournment thereof, otherwise the instrument of proxy shall not be treated as valid. Please refer to the Administrative Guide for the 8<sup>th</sup> AGM for further information on electronic submission of proxy form via TIH Online.
- The members, proxies or corporate representatives may submit questions in relation to the resolutions to be tabled at the 8<sup>th</sup> AGM to the Board of Directors at <https://tthh.online> prior to the 8<sup>th</sup> AGM or to use the query box to transmit questions by typed texts via RPV facilities during live streaming of the 8<sup>th</sup> AGM.
- In respect of deposited securities, only members whose names appear on the Record of Depositors on 1 June 2023 (General Meeting Record of Depositors) shall be eligible to attend the meeting or appoint proxy(ies) to attend and/or vote on his behalf.
- Pursuant to Paragraph 8.29(A) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all the resolutions at the 8<sup>th</sup> AGM of the Company shall be put to vote by way of poll.

## EXPLANATORY NOTES

- To receive the Audited Financial Statements**  
The Audited Financial Statements are laid in accordance with Section 340(1)(a) of the Companies Act 2016 (“**the Act**”) for discussion only under Agenda 1. They do not require shareholders’ approval and hence, will not be put for voting.
- Ordinary Resolution 2 and Ordinary Resolution 3**  
The Directors’ fees payable includes fees payable to Non-Executive Directors as members of Board and Board Committees from this Annual General Meeting (“**AGM**”) until the conclusion of the next AGM of the Company pursuant to the Act which shareholders’ approval will be sought at this 8<sup>th</sup> AGM in accordance with Section 230 of the Act.  
The Directors’ benefits (excluding Directors’ Fees) payable to Directors comprises meeting allowance from this AGM until the conclusion of the next AGM of the Company pursuant to the Act which shareholders’ approval will be sought at this 8<sup>th</sup> AGM in accordance with Section 230 of the Act.  
In determining the estimated total amount of Directors’ fees and benefits payable to the Directors of the Company, the Board has considered various factors including the number of scheduled meetings for the Board and Board Committees, and general meeting and provisional sum as a contingency for future appointment of Directors on the Board.  
Payment of Directors’ fees and any benefits payable will be made by the Company on a monthly basis or as and when incurred. The Board is of the view that it is just and equitable for the Directors’ fees to be paid on monthly basis or as and when incurred, after the Directors have discharged their responsibilities and rendered their services to the Company.

### 3. Ordinary Resolution 4, 5 and 6 on Re-election of Directors

The profiles of the Directors who are standing for re-election under item 5 of this Agenda are set out in the Board of Directors’ profile of the Annual Report 2022.

The Board via NRC was satisfied with the performance, contribution as well as the fitness and propriety of each of the retiring Directors, and have recommended to the shareholders the proposed re-election at the 8<sup>th</sup> AGM under Resolutions 4, 5 and 6 based on the following justifications:-

#### Ordinary Resolution 4 – Re-election of Tan Sri Ir. Kunasingam A/L V.Sittampalam

a. **Tan Sri Ir. Kunasingam A/L V.Sittampalam** is the co-founder of the Company and he has accumulated over 43 years of experience within the engineering and project management services market and contributed to the development of business strategies and direction of the Company. He also probed management to take into consideration the varying opportunities and risks whilst developing strategic plans.

b. He has exercised his due care and carried out his professional duties proficiently during his tenure as Executive Vice Chairman and Acting Group Chief Executive Officer of the Company.

#### Ordinary Resolution 5 – Re-election of Ir. Sharifah Azlina Bt Raja Kamal Pasmah

a. **Ir. Sharifah Azlina Bt Raja Kamal Pasmah** has accumulated over 33 years of experience within the engineering and project management services market and she has been a qualified practising engineer since 1997. She constructively challenged and contributed to the development of strategies of the Company and probed management when there were red flags or concerns which could, amongst others, indicate possible non-compliance of regulatory requirements.

b. She has exercised her due care and carried out her professional duties proficiently during her tenure as Executive Director of the Company.

#### Ordinary Resolution 6 – Re-election of Datuk Ir. Teo Chok Boo

a. **Datuk Ir. Teo Chok Boo** has accumulated 45 years of experience in various sectors of engineering, particularly in dams and water-related projects and had been the project director for several mega water supply projects in Malaysia. He provided unique insight to issues presented and shared personal requisite knowledge for the strategies of the Company and he defended own stand through constructive deliberations at Board meetings, where necessary.

b. He has exercised his due care and carried out his professional duties proficiently during his tenure as Executive Director of the Company.

The retiring Directors have consented to their re-election and abstained from deliberations and voting in relation to their re-election at the NRC Meeting and/or Board Meeting.

### 4. Ordinary Resolution 8 on the Authority under Section 76 of the Companies Act 2016 for the Directors to allot and issue shares

The Ordinary Resolution 8 proposed under item 7 of the Agenda seeks the shareholders’ approval of a general mandate for issuance of shares by the Company under Section 76 of the Act not exceeding ten per centum (10%) of the total number of issued shares of the Company. The mandate, if passed, serves as a measure to meet the Company’s immediate working capital needs in the short term without relying on conventional debt financing (which will result in higher finance costs to be incurred) for the purpose of funding investment project(s), working capital and/ or acquisition(s). This would also eliminate any delay arising from and cost involved in convening a general meeting to obtain approval of the shareholders for such issuance of shares. This authority, unless revoked or varied by the Company at a general meeting, will expire at the next AGM.

The waiver of pre-emptive rights pursuant to Section 85 of the Act and Clause 8 of the Constitution will allow the Directors of the Company to issue new shares of the Company which rank equally to existing issued shares of the Company, to any person without having to offer the new shares to all existing shareholders of the Company prior to issuance of new shares in the Company under the general mandate.

As at the date of this Notice, there were no new shares issued pursuant to the mandate granted to the Directors of the Company at the Seventh Annual General Meeting held on 8 June 2022 and which will lapse at the conclusion of the 8<sup>th</sup> AGM. If there should be a decision to issue new shares after the general mandate is obtained, the Company will make an announcement in respect thereof.

#### Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate 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.

# ADMINISTRATIVE GUIDE FOR THE 8<sup>TH</sup> AGM

Date : Thursday, 8 June 2023  
Time : 10.00 a.m.  
Online Meeting Platform : <https://tiih.online> or <https://tiih.com.my> (Domain Registration No. with MYNIC – D1A282781)

## (i) MODE OF MEETING

In view of the Covid-19 endemic and as part of the safety measures, the 8<sup>th</sup> AGM will be conducted fully virtual through **live streaming from the online meeting platform** and online remote voting via the Remote Participation and Voting Facilities (“**RPV**”) via TIIH Online provided by Tricor Investor & Issuing House Services Sdn. Bhd. via its website at <https://tiih.online> or <https://tiih.com.my> (Domain Registration No. with MYNIC – D1A282781).

## (ii) RPV

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 8<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its TIIH Online website at <https://tiih.online>. Please refer to item (iii) below for the Procedure for RPV.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 8<sup>th</sup> AGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to item (iii) below for the Procedure for RPV.

As the 8<sup>th</sup> AGM is a fully virtual AGM, shareholders who are unable to participate in this 8<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

## (iii) PROCEDURES FOR RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 8<sup>th</sup> AGM using the RPV facilities:

### Before the 8<sup>th</sup> AGM Day

Procedure	Action
i. Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “Create Account by <b>Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li></ul>

# ADMINISTRATIVE GUIDE FOR THE 8<sup>TH</sup> AGM

## Before the 8<sup>th</sup> AGM Day

Procedure	Action
ii. Submit your request to attend 8 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"><li>• Registration is open from <b>Thursday, 27 April 2023 until the day of 8<sup>th</sup> AGM on Thursday, 8 June 2023</b>. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 8<sup>th</sup> AGM to ascertain their eligibility to participate the 8<sup>th</sup> AGM using the RPV.</li><li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>(Registration) HSS ENGINEERS BERHAD 8<sup>th</sup> AGM</b></li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select “Register for Remote Participation and Voting”.</li><li>• Review your registration and proceed to register.</li><li>• System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the Record of Depositors as at 1 June 2023, the system will send you an <b>e-mail after 6 June 2023 to approve or reject</b> your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></li></ul>

## On the 8<sup>th</sup> AGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the 8<sup>th</sup> AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of meeting at 10.00 a.m. on Thursday, 8 June 2023.</li></ul>
ii. Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: <b>(Live Stream Meeting) HSS ENGINEERS BERHAD 8<sup>th</sup> AGM</b> to engage in the proceedings of the HSSEB 8<sup>th</sup> AGM remotely.</li></ul> <p>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the 8<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p>
iii. Online remote voting	<ul style="list-style-type: none"><li>• Voting session commences from 10.00 a.m. on Wednesday, 8 June 2023 until a time when the Chairman announces the end of the session.</li><li>• Select the corporate event: <b>(Remote Voting) HSS ENGINEERS BERHAD 8<sup>th</sup> AGM</b> or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul>
iv. End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the conclusion of the 8<sup>th</sup> AGM, the Live Streaming will end.</li></ul>

### Note to users of the RPV facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

# ADMINISTRATIVE GUIDE FOR THE 8<sup>TH</sup> AGM

## (iv) APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 8<sup>th</sup> 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 **Tuesday, 6 June 2023 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 with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

### (ii) By electronic form

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 item (v) below for the Procedure 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 with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 6 June 2023 at 10.00 a.m.** to participate via RPV in the 8<sup>th</sup> 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, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 6 June 2023 at 10.00 a.m.** to participate via RPV in the 8<sup>th</sup> AGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
  - (a) at least two (2) authorised officers, of whom one shall be a director; or
  - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

# ADMINISTRATIVE GUIDE FOR THE 8<sup>TH</sup> AGM

## (v) PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again.</li></ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"><li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li><li>Select the corporate event: <b>“HSS ENGINEERS BERHAD 8<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li><li>Read and agree to the Terms and Conditions and confirm the Declaration.</li><li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li><li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>Review and confirm your proxy(ies) appointment.</li><li>Print the form of proxy for your record.</li></ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li><li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li><li>Complete the registration form and upload the required documents.</li><li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li><li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li></ul> <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 our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"><li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li><li>Select the corporate exercise name: <b>“HSS ENGINEERS BERHAD 8<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li><li>Agree to the Terms &amp; Conditions and Declaration.</li><li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li><li>Prepare the file for the appointment of proxies by inserting the required data.</li><li>Submit the proxy appointment file.</li><li>Login to TIIH Online, select corporate exercise name: <b>“HSS ENGINEERS BERHAD 8<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li><li>Proceed to upload the duly completed proxy appointment file.</li><li>Select “Submit” to complete your submission.</li><li>Print the confirmation report of your submission for your record.</li></ul>

## (vi) POLL VOTING

The voting at the 8<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 8 June 2023, 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iii) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 8<sup>th</sup> AGM, the Independent Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

# ADMINISTRATIVE GUIDE FOR THE 8<sup>TH</sup> AGM

## **(vii) PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions in advance for the 8th AGM to the Board via Tricor's TIH Online website at <https://tih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Tuesday, 6 June 2023 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 8th AGM.

## **(viii) DOOR GIFT/FOOD VOUCHER**

There will be no door gifts or food vouchers for attending the 8<sup>th</sup> AGM.

## **(ix) NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the 8<sup>th</sup> AGM.

## **(x) ENQUIRY**

If you have any enquiries on the above, please contact our Share Registrar at following 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](mailto:is.enquiry@my.tricorglobal.com)