

**ADMINISTRATIVE GUIDE FOR THE 20<sup>th</sup> ANNUAL GENERAL MEETING (“20<sup>th</sup> AGM”)**

Date	:	Friday, 28 June 2024
Time	:	3.00 p.m. or at any adjournment thereof
Broadcast Venue	:	Boardroom, Suite 11.1, Level 11, Menara 1 Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia
Mode of Meeting	:	<a href="https://rebrand.ly/FastEnergyAGM">https://rebrand.ly/FastEnergyAGM</a>

**1. MODE OF MEETING**

The 20<sup>th</sup> AGM of the Company will be conducted on a virtual basis through live streaming via Remote Participation and Voting (“RPV”) Facilities as provided by InsHub Sdn. Bhd. via Webex Events platform through the link <https://rebrand.ly/FastEnergyAGM>.

Shareholders/proxy(ies) from the public **WILL NOT BE ALLOWED** to attend the 20<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

**2. SHAREHOLDERS’ PARTICIPATION AT THE 20<sup>TH</sup> AGM VIA REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES**

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 20<sup>th</sup> AGM using the RPV facilities via <https://rebrand.ly/FastEnergyAGM>


A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 20<sup>th</sup> AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/FastEnergyAGM>

We **strongly encourage** you to participate in the 20<sup>th</sup> AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 20<sup>th</sup> AGM.

Kindly refer to the Procedures for RPV as set out below for the requirements and procedures.

### 3. PROCEDURES FOR RPV

Please read and follow the requirements and procedures below to engage in remote participation through live streaming and online remote voting at the 20<sup>th</sup> AGM using the RPV facilities:-

Procedure	Action
<b>BEFORE THE 20<sup>TH</sup> AGM DAY</b>	
<p>(a) Register as a participant in the 20<sup>th</sup> Virtual AGM</p> 	<ul style="list-style-type: none"> <li>Using your computer, access to the website at <a href="https://rebrand.ly/FastEnergyAGM">https://rebrand.ly/FastEnergyAGM</a>. Click on the <b>REGISTER</b> link to register as a participant for the 20<sup>th</sup> AGM.</li> <li>If you are using mobile devices, you can also scan the QR code provided on the left to access the registration page. Click <b>REGISTER</b> and enter your email, followed by <b>NEXT</b> to fill in your details to register for the 20<sup>th</sup> AGM.</li> <li>Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.</li> <li>The event is powered by <b>Cisco Webex</b>. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android, and iOS).</li> </ul>
<p>(b) Submit your online registration to participate at the 20<sup>th</sup> AGM remotely</p>	<ul style="list-style-type: none"> <li>Registration for the 20<sup>th</sup> AGM is <b>open from Wednesday, 1 May 2024 at 5.00 p.m. and the registration will be closed on Thursday, 27 June 2024 at 3.00 p.m.</b> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 20<sup>th</sup> AGM to ascertain their eligibility to participate the 20<sup>th</sup> AGM using the RPV facilities.</li> <li>Clicking on the link will redirect you to the 20<sup>th</sup> AGM event page. Click on the <b>REGISTER</b> link for the online registration form.</li> <li>Complete your particulars in the registration page. Your name <b>MUST</b> match your CDS account name [<i>not applicable to proxy(ies) or corporate representative(s) or attorney(s)</i>].</li> <li>Kindly fill in the CDS account number and indicate the number of shares you hold. If you have more than one CDS account, please state the CDS account number and indicate the number of shares held separately with a comma (,).</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Please review your registration and ensure all information given is accurate before you proceed to click <b>SUBMIT</b> to register for your remote participation. Failure to do so will result in your registration being rejected.</li> <li>The System will send an e-mail to notify that your registration for remote participation is received and pending verification.</li> <li>After verification of your registration against the Record of Depositors as at <b>20 June 2024</b>, the system will send you an e-mail <b>after 20 June 2024</b> to approve or reject your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of the registration for the RPV.)</i></p>

ON THE DAY OF THE 20 <sup>TH</sup> AGM		
(a)	Participating at the Virtual 20 <sup>th</sup> AGM	<ul style="list-style-type: none"> <li>Two reminder e-mails will be sent to your inbox. First reminder will be sent one day before the 20<sup>th</sup> AGM Day, while the second reminder will be sent an hour before the commencement of the 20<sup>th</sup> AGM.</li> <li>Click <b>JOIN EVENT</b> in the reminder email for remote participation at the 20<sup>th</sup> AGM at any time from 2.00 p.m., i.e. an hour before the commencement of the 20<sup>th</sup> AGM on <b>Friday, 28 June 2024 at 3.00 p.m.</b></li> <li>Please ensure you have downloaded and installed Cisco Webex Meetings application before attending the Virtual 20<sup>th</sup> AGM.</li> </ul>
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>You will be given a short briefing on the RPV facilities.</li> <li>Your microphone will be muted throughout the whole session.</li> <li>If you have any question for the Chairman/ Board of Directors, you may use the <b>Q&amp;A PANEL</b> to transmit your questions. The Chairman/ Board of Directors will endeavour to respond to relevant questions submitted by remote participants during the 20<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> <li>The meeting session will be recorded.</li> <li>Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
(c)	Online Remote Voting	<ul style="list-style-type: none"> <li>The Chairman of the Meeting will announce the commencement of the voting session and the end of the voting session of the 20<sup>th</sup> AGM.</li> <li>The list of resolutions for voting will appear at the right-hand side of your computer screen under the Slido panel. You are required to indicate your votes for the resolutions that are tabled for voting within the given time frame.</li> <li>Confirm and click the <b>SUBMIT</b> button upon completion to submit your votes.</li> <li>The decision of votes cannot be changed once it is submitted.</li> </ul>
(d)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 20<sup>th</sup> AGM, the live streaming will end.</li> </ul>

#### 4. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Proxy Form prior to the 20<sup>th</sup> AGM and subsequently decides to personally participate in the 20<sup>th</sup> AGM via RPV facilities, the Shareholder must contact the Company's Poll Administrator to revoke the appointment of his/her proxy no later than **Wednesday, 26 June 2024 at 3.00 p.m.**

#### 5. VOTING AT MEETING

The voting at the 20<sup>th</sup> AGM will be conducted on a poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"). The Company has appointed ShareWorks Sdn Bhd ("ShareWorks") as the Poll Administrator to conduct the poll voting electronically and SharePolls Sdn Bhd as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the voting session announced by the Chairman of the Meeting. Kindly refer to the “**Procedures for RPV**” provided above for guidance on how to vote remotely via the RPV facilities. The Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolution tabled for voting is duly passed or otherwise.

**6. RESULTS OF THE VOTING**

The resolutions proposed at the 20<sup>th</sup> AGM and the results of the voting for the same will be announced at the 20<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

**7. NO RECORDING OR PHOTOGRAPHY**

By participating at the 20<sup>th</sup> AGM, you agree that no part of the 20<sup>th</sup> AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

**8. NO DOOR GIFT/ FOOD PACKS/ ANY VOUCHER**

There will be NO distribution of door gifts or food packs or any vouchers.

**9. ENQUIRY**

If you have any enquiries on the above, please contact the following designated persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):-

**(i) For Registration, logging in and system related:**

Name : Ms Eris/ Mr Calvin  
Contact No. : 03-7688 1013  
Email : vgm@mlabs.com

**(ii) For Proxy Form and other matters:**

Name : Mr Wai Kien / Mr Kou  
Contact No. : 03-6201 1120  
Email : ir@shareworks.com.my