



ALAM MARITIM RESOURCES BERHAD
Registration No. 200501018734 (700849-K)

ADMINISTRATIVE GUIDE DETAILS FOR THE SHAREHOLDERS OF ALAM MARITIM RESOURCES BERHAD (“THE COMPANY” OR “AMRB”) ON THE CONDUCT OF A FULLY VIRTUAL GENERAL MEETING

Remote Participation and Voting at a fully virtual Eighteenth Annual General Meeting (“18th AGM”)

1. As **NO SHAREHOLDERS/PROXIES** should be physically present at the Broadcast Venue, we urge all shareholders to attend the 18th AGM remotely using the Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) **TIIH Online** website at <https://tiih.online> (as described in items 8, 9 and 10 below).
2. With the RPV facilities, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board/ Management of the Company) and vote at the 18th AGM, at the comfort of your home.
3. Shareholders may use the query box facility to submit questions in real-time during the meeting. Shareholders may also send questions in relation to the agenda items for the 18th AGM before the meeting to Investor Relations at info@alam-maritim.com.my

General Meeting Record of Depositors (“ROD”)

4. Only a member or Depositor whose name appears in the ROD as at 29 November 2023 shall be entitled to attend/participate in the 18th AGM or appoint proxy/ies to attend/participate and/or vote on his/her behalf.

Proxy

5. If a shareholder is not able to attend the meeting via RPV facilities on 6 December 2023, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. The instrument of proxy shall be deposited at the Registered Office of the Company at No. 38F, Level 3, Jalan Radin Anum, Bandar Baru Sri Petaling, 57000 Kuala Lumpur no later than **Monday, 4 December 2023 at 10.00 a.m (AGM)**.

ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via **TIIH Online** website are summarised below:

Procedure		Action
Steps for Individual Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none">• Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance.• If you are already a user of TIIH Online, you are not required to register again.

(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. • Select the corporate event: “ALAM MARITIM 18th AGM – SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes. • Review and confirm your proxy(ies) appointment. • Print the proxy form for your record.
Steps for Corporation or Institutional Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <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 the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: “ALAM MARITIM 18th AGM – SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “SUBMISSION OF PROXY FORM” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

Poll Voting

- The voting at the 18th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Scrutineers Solution Sdn Bhd as Scrutineers to verify the poll results.
- Shareholders/Proxies can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 18th AGM until the end of the voting session which will be announced by the Chairman of the meeting.

Remote Participation and Voting (“RPV”)

- Shareholders/Proxies/Corporate Representative/Attorney are to participate and vote (collectively “**participate**”) remotely at the 18th AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its **TIIH Online** website at <https://tiih.online>.
- For Proxies/Corporate Representatives/Attorneys appointed by power of attorney who wishes to use RPV facilities at the 18th AGM, please ensure that the duly executed Form(s) of Proxy/the original certificate of appointment of a corporate representative of its corporate representative/power of attorney are to be deposited in a hard copy form at Registered Office of the Company at No. 38F, Level 3, Jalan Radin Anum, Bandar Baru Sri Petaling, 57000 Kuala Lumpur no later than **Monday, 4 December 2023** at **10.00 a.m. (AGM)**.
- A shareholder who has appointed a proxy/ies or attorney or corporate representative to participate at the 18th AGM must request his/her proxy/ies or attorney or corporate representative to register himself/herself for RPV via the TIIH Online website at <https://tiih.online>.
- Shareholders/Proxies/Corporate Representative/Attorney are to read and follow the procedures for the RPV facilities as summarised below

	Procedure	Action
	BEFORE THE 18th AGM DAY	
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. select the “Sign Up” button and followed “Create Account by Individual Holder: Refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one working day and you will be notified via emailIf you are already a user of TIIH Online, you are not required to register again. You will receive an e-mail to notify you that remote participation is available for registration at TIIH Online.
(b)	Submit your Request to attend AGM remotely	<ul style="list-style-type: none">Registration is open from Tuesday, 31 October 2023 and will continue to be open until the day of the 18th AGM on Wednesday, 6 December 2023.Login in with your user ID and password and select the corporate event: “(REGISTRATION) ALAM MARITIM 18th AGM”.

		<ul style="list-style-type: none"> • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting • Review your registration and proceed to register. • System will send an e-mail to notify you that your registration for remote participation has been received and will be verified. • After verification of your registration against the General Meeting ROD as at 29 November 2023, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE 18th AGM DAY		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 18th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 18th AGM at 10.00 a.m. on Wednesday, 6 December 2023.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAMING MEETING) ALAM MARITIM 18th AGM” to engage in the proceedings of the meeting remotely. • If you have any questions 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 18th AGM. If there is a time constraint, the responses will be e-mailed to you immediately after the meeting. • Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(e)	Online Remote Voting	<ul style="list-style-type: none"> • Select the corporate event: “(REMOTE VOTING) ALAM MARITIM 18th AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Voting session commences at 10.00 a.m. Wednesday, 6 December 2023 until the time when the Chairman announces the completion of the voting session at the venue. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	Upon the announcement by the Chairman on the closure of the 18th AGM, the Live Streaming will end.

Recording or Photography at the Online 18th AGM

12. No recording or photography of the AGM proceeding is allowed without the Company’s prior permission.

Annual Report 2022 – Go Digital & Paperless!

13. As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from our website at <https://www.alam-maritim.com.my/AMRB2023/>:-

- (i) Annual Report 2022-23
- (ii) Notice of 18th AGM
- (iii) Circular to Shareholders
- (iv) Forms of Proxy

14. Since the 18th AGM will be conducted electronically, there will be **NO DISTRIBUTION** of the Annual Report 2023 during the meeting.

No Breakfast/Lunch Pack, Door Gift or Food Voucher

15. Due to the virtual meeting, there will be **NO DISTRIBUTION** of breakfast/lunch packs, door gifts, or food vouchers during the 18th AGM meeting.

Personal Data Privacy

16. By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.

Inquiry

If you have general administrative inquiries on the 18th AGM, please contact the following during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m.:

Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com

Alam Maritim Resources Berhad

Puan Nur Aznita Binti Taip, Group Company Secretary

Telephone : +603-90582244
Fax No. : +603-90596845
Email : info@alam-maritim.com.my
secretarial@alam-maritim.com.my