


BOX-PAK (MALAYSIA) BHD.
Registration No. 197401004216 (21338-W)
(Incorporated in Malaysia)
("Box-Pak" or "the Company")

**ADMINISTRATIVE DETAILS
FOR THE EXTRAORDINARY GENERAL MEETING ("EGM")**

Date of EGM	: Tuesday, 25 June 2024
Time of EGM	: 11.30 a.m., or immediately following the conclusion or adjournment of the 50th Annual General Meeting of Box-Pak which will be conducted virtually and live-streamed from the same Broadcast Venue and on the same day at 10.00 a.m., whichever is later
Broadcast Venue	: Conference Room Lot 6, Jalan Perusahaan Satu 68100 Batu Caves Selangor Darul Ehsan Malaysia
Meeting Platform	: ConveneAGM at https://conveneagm.my/boxpak-egm2024

MODE OF COMMUNICATION

Pose questions to the Board of Directors via real time submission of typed texts at ConveneAGM Meeting Platform at <https://conveneagm.my/boxpak-egm2024> during the live streaming of the EGM.

MODE OF MEETING

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the meeting.

ENTITLEMENT TO PARTICIPATE, VOTE AND APPOINT PROXY

Only shareholders whose names appear on the Record of Depositors as at **14 June 2024** shall be eligible to attend, ask question (in the form of real time submission of typed texts) and vote remotely (collectively, "**participate**") at the EGM or appoint a proxy(ies) and/or the Chairman of the meeting to attend and vote on his/her behalf.

REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV") FACILITIES

The RPEV facilities is provided by KPMG Management & Risk Consulting Sdn. Bhd. ("**KPMG MRC**") via its ConveneAGM Meeting Platform at <https://conveneagm.my/boxpak-egm2024>. Shareholders (individual/corporate/authorised nominees/exempt authorised nominees) are to participate remotely at the EGM using RPEV facilities from ConveneAGM Meeting Platform.

Kindly refer to Procedures for RPEV facilities as set out below for the requirements and procedure.

PROCEDURES FOR RPEV FACILITIES

Shareholders who wish to participate at the EGM are required to register at ConveneAGM Meeting Platform at <https://conveneagm.my/boxpak-egm2024> from **Monday, 10 June 2024** until the day of the EGM on **Tuesday, 25 June 2024**. Shareholders are encouraged to register at least 48 hours before the commencement of the EGM to allow the Company to verify the shareholder status and to avoid any delay in registration.

Kindly read and follow the procedures below for registration at ConveneAGM Meeting Platform. Alternatively, you may refer to the AGM User Guide at <https://cdn.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf>:

BEFORE THE DAY OF THE EGM	
Procedures	Action
(a) Registration for Shareholders and/or Corporate Representatives	<ul style="list-style-type: none"> • Go to https://conveneagm.my/boxpak-egm2024. • Select “Register as Shareholder”. • Fill out the form with the required information and click “Submit Registration”. • A confirmation will be displayed after a successful registration. • Check your registered email. • Open the email from AGM@Convene (agmaccounts@conveneagm.com). • Select “Verify Your Email”. • After the email verification, you will be redirected to create your own personalised password. • Upon system verification against the Record of Depositors as at 14 June 2024, you will receive email from AGM@Convene indicating that your registration is approved or rejected. <p><i>Please note that the corporate shareholders who require their corporate representative to participate at the EGM must deposit their certificate of appointment of corporate representative to KPMG MRC not later than Sunday, 23 June 2024 at 11.30 a.m.</i></p>
(b) Registration for Proxyholders	<ul style="list-style-type: none"> • As Proxy, you will receive email from AGM@Convene (agmaccounts@conveneagm.com) with your proxy code once you are appointed by your shareholder. • Open the email from AGM@Convene (agmaccounts@conveneagm.com). • Select “Verify Your Email”. • After the email verification, you will be redirected to create your own personalised password. <p><i>Please note that in the event the shareholder who appointed you cannot be authenticated against the Record of Depositors as at 14 June 2024, your registration will not be valid.</i></p>
ON THE DAY OF THE EGM	
Participation by Shareholders, Proxies and/or Corporate Representatives during EGM	<ul style="list-style-type: none"> • Login to https://conveneagm.my/boxpak-egm2024. • Click to start live webcast. • Proceed to ask question and/or vote when permissible.

APPOINTMENT OF PROXY

If you are unable to participate at the EGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy and indicate the voting instruction in the Proxy Form.

If you wish to participate in the EGM yourself, please do not submit any Proxy Form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.

Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 23 June 2024 at 11.30 a.m.:**

(i) In hard copy:

Must be deposited at the office of our Administration and Polling Agent, KPMG MRC at Concourse, KPMG Tower, No. 8, First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

(ii) By electronic means:

The Proxy Form can also be lodged electronically through ConveneAGM Meeting Platform at <https://conveneagm.my/boxpak-egm2024> or email to support_conveneagm@kpmg.com.my. The steps to submit via ConveneAGM Meeting Platform are summarised below:

- Go to <https://conveneagm.my/boxpak-egm2024>.
- Select “**Register as Shareholder**”.
- Fill out the form with the required information and select “**Submit Registration**”.
- A confirmation will be displayed after a successful registration.
- Check your registered email.
- Open the email from AGM@Convene (agmaccounts@conveneagm.com).
- Select “**Verify Your Email**”.
- After the email verification, you will be redirected to create your own personalised password.
- Sign in to <https://conveneagm.my/boxpak-egm2024>.
- Select “**Fill Out Proxy Form**”.

If you have submitted your Proxy Form prior to the meeting, and subsequently decide to participate at the EGM yourself, please write in to support_conveneagm@kpmg.com.my to revoke the appointment of your proxy(ies) at least 48 hours before the EGM.

Alternatively, you may register for RPEV facilities or appoint another proxy. In such an event, your earlier appointment of proxy shall be revoked. Please advise your proxy accordingly. Follow the steps listed in Procedures for RPEV facilities to register and/or withdraw Proxy Form.

VOTING PROCEDURE

The voting procedure 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 KPMG MRC as Poll Administrator to conduct the poll by way of electronic voting (“**e-voting**”) and Independent Scrutineer to verify and validate the poll results.

During the EGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

For the purposes of the virtual EGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolution put to vote was successfully carried or not.

NO DOOR GIFT/E-VOUCHER/FOOD VOUCHER

There will be no door gift/e-voucher/food voucher for participating at the EGM since the meeting is being conducted on a virtual basis.

Box-Pak would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

RECORDING OR PHOTOGRAPHY AT THE EGM

Strictly no recording or photography of the EGM proceedings is allowed.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

The shareholders may submit questions to the Board of Directors in advance via ConveneAGM Meeting Platform at <https://conveneagm.my/boxpak-egm2024> prior to the EGM no later than **11.30 a.m.** on **Sunday, 23 June 2024**. The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolution to be tabled at the EGM.

ENQUIRIES

Should you require any assistance on the RPEV facilities, kindly contact KPMG MRC, details as follows:

- (a) For matters relating to proxy processing and eligibility to participate at the EGM during office hours on Mondays to Fridays (except on public holidays) from 8:30 a.m. to 5:30 p.m.

Email : support_conveneagm@kpmg.com.my
Telephone No. : 603-7721 7329/ 7954/ 7780

- (b) For ConveneAGM Meeting Platform Technical Support (available 24/7)

Toll Free No. : 1 800 817 240
Email : support@conveneagm.com
Live Chat : Click on the chat icon at the bottom right side of <https://conveneagm.my/boxpak-egm2024>