



ADMINISTRATIVE GUIDE FOR THE 40TH ANNUAL GENERAL MEETING (“AGM”)

Date	:	Wednesday, 29 May 2024
Time	:	10.30 am
Broadcast Venue	:	Meeting Hall, Level 16, Lion Office Tower, No. 1 Jalan Nagasari, 50200 Kuala Lumpur, Wilayah Persekutuan
Online Meeting Platform	:	Securities Services e-Portal at https://sshsb.net.my/

1. CONDUCT OF MEETING

The 40th AGM will be conducted virtually through live streaming and online remote voting via the Remote Participation and Voting facilities.

The broadcast venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the 40th AGM. **Shareholders/Proxies/Corporate Representatives will not be allowed** to be physically present at the Broadcast Venue on the day of the 40th AGM.

Only Members whose names appear in the Record of Depositors on 23 May 2024 shall be eligible to participate and vote at the 40th AGM.

2. 2023 ANNUAL REPORT, CIRCULAR TO SHAREHOLDERS AND RELATED DOCUMENTS

Please scan the QR Code or visit the Company’s website at www.lion.com.my/parkson-agm for the following documents of the Company in relation to the 40th AGM:

- (i) 2023 Annual Report;
- (ii) Circular to Shareholders in relation to the Proposed Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“Circular to Shareholders”);
- (iii) Notice of the 40th AGM;
- (iv) Form of Proxy;
- (v) Administrative Guide for the 40th AGM; and
- (vi) Request Form.



There will be no delivery of the 2023 Annual Report and the Circular to Shareholders in printed copy.

You may submit your request for a printed copy of the 2023 Annual Report and the Circular to Shareholders by sending the completed Request Form either by post or email to shregistrar@lion.com.my.

3. DEPOSIT OF FORM OF PROXY

A Shareholder who wishes to appoint a proxy to participate and vote on his behalf at the 40th AGM, may deposit the Form of Proxy in accordance with the instructions printed thereon as soon as possible, so as to arrive at the Office of the **Poll Administrator of the Company for the 40th AGM, SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan** not less than 48 hours before the time for holding the 40th AGM. Completed Form of Proxy sent through facsimile transmission or any electronic or digital manner shall not be accepted.

4. PRE-MEETING SUBMISSION OF QUESTIONS

Shareholders and proxies **may submit questions before the 40th AGM via email to phb@lion.com.my no later than 10.30 am on Monday, 27 May 2024**. Kindly state your full name and MyKad/passport number for verification purposes.

5. NO DOOR GIFT/e-VOUCHER

There will be no distribution of door gift/e-voucher to those who participate in the 40th AGM.

6. NO RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 40th AGM is allowed.

7. PROCEDURES FOR REMOTE PARTICIPATION AND VOTING

BEFORE THE MEETING

(A) Sign up a User account at Securities Services e-Portal	
<p>Step 1 Visit https://sshsb.net.my/</p> <p>Step 2 Sign up a user account</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in</p>	<ul style="list-style-type: none"> ▪ This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you need not register again. ▪ Your email address is your User ID.
ALL SHAREHOLDERS MUST REGISTER AS A USER BY 27 MAY 2024 AS ONE (1) WORKING DAY IS REQUIRED TO PROCESS ALL PORTAL USER REGISTRATIONS.	
(B) Register for Remote Participation	
Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Wednesday, 29 May 2024 at 10.30 am	Wednesday, 29 May 2024 at 10.30 am
<ul style="list-style-type: none"> ➤ Log in to https://sshsb.net.my/ with your registered email and password. ➤ Look for Parkson Holdings Berhad under Company Name and 40th AGM on 29 May 2024 at 10.30 am – Registration for Remote Participation under Event and click “>” to register for remote participation in the Meeting. 	
<p>Step 1 Check if you are participating as –</p> <ul style="list-style-type: none"> ▪ Individual shareholder ▪ Corporate or authorised representative of a body corporate <i>For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). The <u>original</u> evidence of authority and translation thereof, if not in English or Bahasa Malaysia, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.</i> 	
<p>Step 2 Submit your registration.</p> <ul style="list-style-type: none"> ▪ A copy of your e-Registration for remote participation can be accessed via My Records (refer to the left navigation panel). ▪ Your registration will apply to all the CDS account(s) of each individual shareholder/body corporate shareholder that you represent but if you are both an individual shareholder and representative of body corporate(s), you need to register as an individual shareholder and also as a representative for each body corporate. ▪ The Meeting will be conducted virtually and only the Chairman, Directors and other essential individuals will be present at the broadcast venue. 	
PROXIES	
<p>All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by 23 May 2024. SHAREHOLDERS ARE ADVISED TO NOTIFY YOUR PROXY(IES) ACCORDINGLY. Upon processing the Form of Proxy, we will grant the proxy access to remote participation at the Meeting to whichhe/she is appointed for instead of the shareholder, <u>provided</u>:</p> <ul style="list-style-type: none"> (i) the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the Meeting as the Meeting will be conducted virtually; and (ii) the duly executed Form of Proxy must reach SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan by 10.30 am on 27 May 2024. 	

7. PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (continued)

ON THE DAY OF THE MEETING

Log in to https://sshsb.net.my/ with your registered email and password	
(C) Join the Live Stream Meeting (eLive)	
eLive Access Date and Time	Meeting Date and Time
Wednesday, 29 May 2024 at 10.00 am	Wednesday, 29 May 2024 at 10.30 am
<p>➤ Look for Parkson Holdings Berhad under Company Name and <u>40th AGM on 29 May 2024 at 10.30 am – Live Stream Meeting</u> under Event and click “>” to join the Meeting.</p>	
<ul style="list-style-type: none"> ▪ The access to the live stream meeting will open on the abovementioned date and time. ▪ If you have any questions to raise, you may use the text box to transmit your questions. ▪ Do take note that the quality of the live streaming is dependent on the bandwidth and the stability of the internet connection at the location of the user and the device used. 	
(D) Vote Online Remotely during the Meeting (eVoting)	
Meeting Date and Time	eVoting Access Date and Time
Wednesday, 29 May 2024 at 10.30 am	Wednesday, 29 May 2024 at 10.30 am
<p>➤ If you are already accessing the Live Stream Meeting, click “Proceed to Vote” under the live stream player. OR</p> <p>➤ If you are logging in directly to vote or not accessing the Live Stream Meeting, look for Parkson Holdings Berhad under Company Name and <u>40th AGM on 29 May 2024 at 10.30 am – Remote Voting</u> under Event and click “>”.</p>	
<p>Step 1 Cast your votes by clicking on the radio buttons against the resolution. Step 2 Review your casted votes and confirm and submit the votes.</p> <ul style="list-style-type: none"> ▪ The access to eVoting will open on the abovementioned date and time. ▪ Your votes casted will apply throughout <u>all</u> the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. Where you are participating as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder’s indicated votes in the Form of Proxy. ▪ The access to eVoting will close when the Chairman announces the completion of the voting session of the Meeting. ▪ A copy of your submitted eVoting can be accessed via My Records (refer to the left navigation panel). 	

8. ENQUIRY

Should you have any enquiry, please contact the following persons during office hours on Mondays to Fridays from 8.30 am to 12.15 pm and from 1.15 pm to 5.30 pm (excluding public holidays):

SS E Solutions Sdn Bhd

General Line : +603-2084 9000
 Email : eservices@sshsb.com.my
 Contact Persons : Mr Wong Piang Yoong (DID: +603 2084 9168)
 Ms Rachel Ou (DID: +603 2084 9161)
 Ms Jasmine Lim (DID: +603 2084 9006)