



DPI HOLDINGS BERHAD

[Registration No.: 201701035607 (1249778-M)]
Incorporated in Malaysia

ADMINISTRATIVE GUIDE

IN RESPECT OF THE EXTRAORDINARY GENERAL MEETING (“EGM”) OF DPI HOLDINGS BERHAD (“DPI”) TO BE HELD VIA AN ONLINE PLATFORM

Dear Shareholders,

DATE: Friday, 23 July 2021	TIME: 10.30 a.m.	BROADCAST VENUE: 10th Floor, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur. <i>NOTE: Please be informed that in the event the implementation of the Full Lockdown Movement Control Order is extended, the Company will conduct a Fully Virtual EGM via Online Meeting Platform instead of live streaming from the Broadcast Venue.</i>
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Administrative Guide to the Shareholders of DPI for the EGM

Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our EGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the EGM.

With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual EGM has commenced. Therefore, it is your responsibility to ensure your internet connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

General Meeting Record of Depositors

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 15 July 2021 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.

Proxy

2. A member entitled to participate and vote remotely at the EGM using the Virtual Meeting Facilities is entitled to appoint proxy(ies), to participate and vote on his/her behalf. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the EGM via Virtual Meeting Facilities on 23 July 2021, he/she can appoint the Chairman of the meeting as his/her proxy and indicate his/her voting instructions in the Proxy Form.
4. The instrument appointing a proxy must be deposited at the Registered Office of the Company at B-25-2, Block B, Jaya One, No. 72A, Jalan Universiti, 46200 Selangor Darul Ehsan, not less than forty-eight (48) hours before the time appointed for the taking of poll at the EGM or adjourned EGM, no later than **Wednesday, 21 July 2021 at 10.30 a.m.**

Poll Voting

5. Voting at the EGM will be conducted by way of poll in accordance with Clause 72 of the Company's Constitution. The Company has appointed NICHE & MILESTONES INTERNATIONAL SDN BHD as Poll Administrator to conduct the poll by way of online voting and U SEARCH MANAGEMENT SERVICES as Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolution and submit your votes at any time from the commencement of the EGM at 10.30 a.m. or at any adjournment thereof and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code for Online Voting will be displayed upon the commencement of the EGM. Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolution has been duly passed.


VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the EGM using the Virtual Meeting Facilities. Please refer to item 10 for the Registration Link.
8. For Corporate Shareholders, please register yourself via the Registration Link provided below to provide the following documents to Niche & Milestones International Sdn Bhd no later than **Thursday, 22 July 2021 at 10.30 a.m.:**
 - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
 - (b) Corporate Representative's e-mail address and hand-phone number.

Upon receipt of such documents, Niche & Milestones International Sdn Bhd will liaise with yourselves on the participation link.

9. For the beneficiary of shares held under a Nominee Company's CDS account who wishes to attend the EGM, you may request your Nominee Company to appoint you as a proxy to participate and vote remotely at the EGM via the Virtual Meeting Facilities by submitting the duly executed Proxy Form to Niche & Milestones International Sdn Bhd no later than **Wednesday, 21 July 2021 at 10.30 a.m.** and registering yourself via the Registration Link below.

10. Please follow the steps below to participate and vote via the Virtual Meeting Facilities:

BEFORE THE EGM		
(a)	REGISTRATION	<ul style="list-style-type: none"> Please click on the following link to register yourself as a Shareholder/Corporate Representative/Beneficiary Owner of an Exempt Nominee for attendance verification purposes no later than Thursday, 22 July 2021 at 6 p.m. <p>Registration Link: https://bit.ly/2U3EFvn</p>
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> Upon verification of your attendance, the participation link will be sent to your goodself before the commencement of the meeting.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> Should you have any questions you wish to raise during the EGM, you may submit your questions online by scanning the QR Code below or via https://bit.ly/3gkLa5J <div style="text-align: center;">  </div>
ON THE EGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> Click on the participation link which was provided to you via e-mail. If you have any questions you want to raise during the meeting, you may submit your questions using the Q&A Box. The Chairman/Board will try to address the questions submitted prior or during the EGM accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The QR Code for Online Voting will be displayed in the Chat Box and Q&A Box of the Virtual Meeting Room upon commencement of the EGM. Voting shall commence from 10.30 a.m. or at any adjournment thereof, until a time when the Chairman of the meeting announces the close of the voting session at the EGM.
(f)	CLOSING OF THE MEETING	<ul style="list-style-type: none"> The EGM will come to a close upon the announcement by the Chairman of the meeting, and the Virtual Meeting will end accordingly.

IMPORTANT NOTES, TERMS AND CONDITIONS:

- i) The participation link given is strictly for the participation of registered shareholders and must **NOT** be shared or forwarded to any other person.
- ii) In the event there is participation from more than one (1) person from the same link given to a registered shareholder in the virtual meeting, and multiple votes are submitted, his/her vote will be disqualified entirely.

Circular to Shareholders and Proxy Form

11. A copy of the Circular to Shareholders and Proxy Form can be downloaded from DPI's website at www.dpiaerosol.com.

Enquiry

12. If you have any enquiry or require any assistance before or during the EGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

NICHE & MILESTONES INTERNATIONAL SDN BHD

Registration No. 200001030837 (533444-V)

B-25-2, Block B, Jaya One

No. 72A, Jalan Universiti

46200 Petaling Jaya

Selangor Darul Ehsan

Mobile/WhatsApp: 017 388 3989

Email: vmequiry@yahoo.com

Contact Person: Virtual Meeting Administrator

Personal Data Privacy

13. 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.