



Malaysian Bulk Carriers Berhad [Registration No.: 198801008597 (175953-W)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Meeting	:	31 st Annual General Meeting
Day and Date	:	Tuesday, 23 June 2020
Time	:	2.30 pm (Malaysia time)
Broadcast Venue	:	Tricor Business Centre, Manuka 2 & 3, Unit 29.01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

1. Fully Virtual Annual General Meeting

In view of the COVID-19 outbreak and as part of the safety measures, the 31st Annual General Meeting (“AGM”) of the Company will be conducted entirely via live streaming and online remote voting using Remote Participation and Voting (“RPV”) facilities. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued on 18 April 2020 by the Securities Commission Malaysia, including any amendment that may be made from time to time.

The Broadcast Venue is limited to essential individuals required to be physically present at the venue to organise and conduct the virtual AGM of the Company.

Shareholders are invited to participate and vote at the forthcoming AGM via Tricor Investor & Issuing House Services Sdn Bhd’s (“Tricor”) TIH Online website at <https://tiah.online>.

2. No door gifts

No door gift(s) will be distributed this year to shareholders/proxies who participate in the AGM.

3. Entitlement to participate and vote at the AGM

Only a depositor whose name appears on the Record of Depositors of the Company as at Friday, 12 June 2020 shall be eligible to participate in the AGM or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.

As the AGM is a fully virtual meeting, a member entitled to attend and vote at the Meeting may appoint the Chairman of the Meeting as his/her proxy to attend and vote in his/her stead, and indicate his/her voting instructions in the Proxy Form.

The instrument appointing a proxy must be deposited at the office of Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia; **or** by electronic submission via Tricor’s **TIH Online** website at <https://tiah.online> not less than 48 hours before the time for holding the AGM or any adjournment thereof. Further information on electronic submission of proxy forms is set out in item 5 below.

A member who has appointed a proxy or authorised representative to attend, participate, speak and vote at this AGM via the RPV facilities must request his/her proxy to register him/herself for the RPV at Tricor’s **TIH Online** website at <https://tiah.online>.

4. RPV facilities

The RPV facilities are available on Tricor's **TIIH Online** website at <https://tiih.online>

A. Open user account with Tricor

Individual shareholder/ proxy/ authorised representative	Access the website at https://tiih.online and register as a user under “ e-Services ”. Refer to the tutorial guide on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
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B. Before the AGM

Procedure	Action
Submit your request to participate and vote at the AGM	<ul style="list-style-type: none"> • Registration is open from 2.30 pm, Friday, 29 May 2020 and will <u>continue to be opened</u> until 2.30 pm on Sunday, 21 June 2020. • Login with your user ID and password provided by Tricor and select the corporate event: “(REGISTRATION) MBC 31st AGM”. • 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. • The TIIH Online system will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at 12 June 2020, you will receive an email notification to approve or reject your registration for remote participation.

C. On the day of the AGM

	Procedure	Action
(i)	Login to TIIH Online	Login with your user ID and password for remote participation at the AGM on 23 June 2020 at any time from 2.00 pm, i.e. 30 minutes before the commencement of the AGM at 2.30 pm.
(ii)	Participate through live streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) MBC 31st AGM” to engage in the proceedings of the AGM remotely. <p>You may use the query box to submit/transmit your question(s) to the Chairman/Board.</p>
(iii)	Online remote voting	<ul style="list-style-type: none"> • You may vote at any time commencing from the start of the AGM at 2.30 pm. • Select the corporate event: “(REMOTE VOTING) MBC 31st AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings or shareholdings of the beneficiary. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(iv)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairperson on the closure of the 31st AGM, the live streaming will end.

Note to users of the RPV facilities:

- a) Should your registration for RPV be approved, Tricor will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- b) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- c) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

5. Electronic Submission of Proxy Form

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

	Procedure	Action
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”. Please do refer to the tutorial guide posted on the homepage for assistance.• If you are already a user with 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: “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(ies) will decide your vote.• Review and confirm your proxy(ies) appointment.• Print proxy form for your record.

6. Revocation of Proxy

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate and vote at the AGM yourself, please contact Tricor (contact details are set out in item 10 below) to revoke the earlier appointed proxy not later than 48 hours before the meeting.

7. Poll Voting

Voting at the AGM will be conducted by poll. Tricor Investor & Issuing House Services Sdn Bhd is appointed as poll administrator to conduct the polling process, and independent scrutineers will be appointed to verify the results of the poll.

Kindly refer to item 4(C) above for guidance on how to vote remotely from the TIIH Online website at <https://tiih.online>.

8. Submission of questions at the AGM and Participation through Live Streaming

Shareholders may submit questions to the Board of Directors in advance of the AGM via Tricor's TIH Online website at <https://tiah.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 21 June 2020 at 2.30 pm**. Shareholders may also utilise the query box to transmit questions to the Board of Directors via the RPV facilities during the live stream.

The Board of Directors will respond to their best endeavours, questions submitted by shareholders.

Please note that no recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

9. Communication guidance

Shareholders are also reminded to monitor the Company's website and announcements for any changes to the AGM arrangements.

10. Enquiries

If you have any enquiries on the RPV facilities, please email: is.enquiry@my.tricorglobal.com (General Line/Fax No: +6(03) 27839299/+6(03) 27839222) or contact the following Tricor personnel:

Name	E-mail address	Contact *
Ms Shanti Renganathan	Santhi.Renganathan@my.tricorglobal.com	+6(03) 2783 7971
Encik Mohamad Khairudin	Mohamad.Khairudin@my.tricorglobal.com	+6(03) 2783 7973

* Mondays – Fridays, from 8.30 am to 5.30 pm.

29 May 2020