LAM SOON (M) BERHAD

[198201004526 (84273-H)]

Administrative Notes on 40th Annual General Meeting

Meeting Platform	:	https://meeting.boardroomlimited.my
Day and Date	:	Monday, 20 June 2022
Time	:	3.00 p.m.
Broadcast Venue	:	Symphony Square Auditorium, 3A Floor, No. 5 Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Dear Shareholders,

As part of our continuing safety and precautionary measures, the Company's 40th Annual General Meeting ("**AGM**") will be conducted entirely via live streaming from the Broadcast Venue and online remote voting using Remote Participation and Electronic Voting ("RPEV") facilities.

By conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. 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 AGM. Alternatively, you may also appoint the Chairperson of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that 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.

Digital Copies of Annual General Meeting Documents

As part of our commitment to reduce paper usage, the following documents are available on our website at www.lamsoon.com.my

1. Annual Report 2021
2. Notice of the 40th AGM and Proxy Form
3. Administrative Notes for Shareholders
4. Request Form #

Should you require a printed copy of the above documents, please complete the Request Form and send it to Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan or email to bsr.helpdesk@boardroomlimited.com

Broadcast Venue

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting.

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 **WILL NOT BE ALLOWED** to attend the AGM in person at the Broadcast Venue on the day of the meeting.

Entitlement to Participate at the AGM

Only members whose names appear on the Register of Members on 13 June 2022 shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

Form(s) of Proxy

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairperson of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Share Registrar's office not less than 48 hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through Boardroom Smart Investor Portal ("BSIP") at https://investor.boardroomlimited.com by logging in and selecting "Submit eProxy Form".

Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 48 hours before the meeting.

Voting Procedure

Voting at the AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results on the poll respectively.

Virtual Meeting Facilities

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal ("BSIP") *(for first time registration only)*	*[Note: If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]* a. Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended. b. Go to BSIP website at https://investor.boardroomlimited.com c. Click **Register** to sign for a BSIP account. d. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click **Register**. e. You will receive an e-mail from BSIP Online for e-mail address verification. Click **Verify E-mail Address** from the e-mail received to proceed with the registration. f. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **Request OTP Code** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **Enter** to complete the process. g. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. h. An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at https://investor.boardroomlimited.com with the e-mail address and password filled up by you during registration to proceed.

Procedure	Action
Before the day of the AGM	
2. Submit request for remote participation User ID and Password	Registration for remote access will be opened on 26 May 2022. Please note that the closing time to submit your request is at 3.00 p.m. on 18 June 2022 (48 hours before the commencement of the AGM). **Individual Members** a. Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended. b. Go to BSIP website at https://investor.boardroomlimited.com c. Login with your registered email address and password. [Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free – refer to item Step 1 for guide]. d. Select and click on Corporate Meeting. e. Go to "**LAM SOON 40th VIRTUAL ANNUAL GENERAL MEETING**"and click **Enter**. f. Go to VIRTUAL and click on **Register for RPEV.** g. Read and agree to the Terms & Conditions. h. Enter your Standard Account Number: 000-000-000000000 and click **Submit** to complete your request. i. You will receive a notification that your RPEV registration has been received and is being verified. j. Upon system verification against the AGM's Record of Members as at 13 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation. k. If approved, RPEV credential will be provided in your email. l. Please note that one (1) user ID and password can only log on to one (1) device at a time. m. If rejected, a rejection note will be provided in your email. **Corporate Shareholders** a. Write to bsr.helpdesk@boardroomlimited.com by providing the name of Member accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.
On the day of the AGM	
3. Login to Meeting Platform	a. The Virtual Meeting Platform will be open for login one (1) hour before the commencement of the 40th AGM. b. The Meeting Platform can be accessed via one of the following: ➤ Launch the meeting platform by scanning the QR Code given to you in the user login guide along with your remote participation User ID and Password OR ➤ Navigate to the website at https://meeting.boardroomlimited.my c. Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.
4. Participate	*[Note: Questions submitted online will be moderated before being sent to the Chairperson to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the questions.]* a. If you would like to view the live webcast, select the **broadcast** icon. b. If you would like to ask a question during the AGM, select the **messaging** icon. c. Type your message within the chat box, once completed click the **send** button. Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 40th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.

Procedure	Action
On the day of the AGM	
5. Voting	a. Once voting has been opened, the **polling** icon will appear with the resolutions and your voting choices. b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, simply select another voting direction. d. If you wish to cancel your vote, please press **Cancel**.
6. End of Participation	a. Upon the announcement by the Chairperson on the closure of the 40th AGM, the live webcast will end. b. You can now logout from the Meeting Platform.

No Door Gifts/Vouchers

Shareholders/proxies who turn up at the Broadcast Venue would not be distributed with door gifts or vouchers.

No door gifts or e-vouchers will be distributed to shareholders/proxies who participate in the AGM.

No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

Enquiry

If you have any enquiries prior to the AGM or if you wish to request technical assistance to participate in the AGM, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):

Boardroom Share Registrars Sdn. Bhd.
Help Desk
Telephone   :   603-7890 4700
Email   :   bsr.helpdesk@boardroomlimited.com

Personal Data Policy

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.