



**HARBOUR-LINK GROUP BERHAD**  
(Registration No. 200201025239 (592902-D))  
(Incorporated in Malaysia)

## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** THAT the Eighteenth Annual General Meeting ("AGM") of the Company will be conducted on a fully virtual basis at the Broadcast Venue at Mega Corporate Services Sdn. Bhd. of Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur on Monday, 23 November 2020 at 10.00 a.m. for the purpose of transacting the following businesses: -

### AGENDA

- To receive the Audited Financial Statements for the financial year ended 30 June 2020 together with the Directors' and Auditors' Reports thereon.
- To approve the payment of Directors' fees and allowances up to RM250,000.00 for the period from this AGM until the next AGM of the Company. **(Resolution 1)**
- To re-elect the following Directors retiring in accordance with Article 86 of the Company's Constitution and being eligible, offer themselves for re-election:-  
(i) Dato' Toh Guan Seng **(Resolution 2)**  
(ii) Bin Lay Thiam **(Resolution 3)**
- To re-appoint Messrs Ernst & Young as Auditors of the Company to hold office until the conclusion of the next AGM and to authorise the Board of Directors to fix their remuneration. **(Resolution 4)**

### AS SPECIAL BUSINESS

To consider, and if thought fit, to pass the following as ordinary resolutions: -

- AUTHORITY TO ISSUE SHARES** **(Resolution 5)**

"THAT pursuant to Section 75 and 76 of the Companies Act, 2016 and subject to the approvals from the relevant governmental and/or regulatory authorities, the Directors be and are hereby empowered to issue shares in the Company from time to time and upon such terms and conditions and for such purposes and to such persons as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares to be issued does not exceed 20% of the total number of issued shares of the Company at the time of submission to the authority AND THAT the Directors be and are also hereby empowered to obtain the approval from Bursa Malaysia Securities Berhad for the listing of and quotation for the additional shares so issued AND THAT such authority shall continue in force until the conclusion of the next AGM of the Company."

- PROPOSED RENEWAL OF SHAREHOLDERS' MANDATE AND PROPOSED NEW SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE ("PROPOSED SHAREHOLDERS' MANDATE")** **(Resolution 6)**

"THAT the mandate granted by the shareholders of the Company at the Seventeenth AGM held on 25 November 2019 pursuant to paragraph 10.09 of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, authorizing the Company and its subsidiary ("HLG Group") to enter into recurrent related party transactions of a revenue or trading nature as set out in Section 2.3(i) of the Circular to Shareholders dated 23 October 2020 with the related parties mentioned therein which are necessary for HLG Group's day-to-day operations, be and is hereby renewed.

THAT approval be and is hereby given for HLG Group to enter into recurrent related party transactions of a revenue or trading nature as set out in Section 2.3(ii) of the Circular to Shareholders, which are necessary for HLG Group's day-to-day operations.

THAT the HLG Group be and is hereby authorised to enter into the recurrent transactions with the related parties mentioned therein provided that: -

- the transactions are in the ordinary course of business and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not to the detriment of the minority shareholders of the Company; and
- the disclosure will be made in the Annual Report of the breakdown of the aggregate value of the Recurrent Related Party Transactions conducted pursuant to the Proposed Shareholders' Mandate during the financial year based on the type of Recurrent Related Party Transactions made, the names of the related parties involved in each type of Recurrent Related Party Transactions and their relationships with the Company.

THAT authority conferred shall continue to be in force until: -

- the conclusion of the next AGM of the Company following the forthcoming Eighteenth AGM at which the Proposed Shareholders' Mandate is approved, at which time it will lapse, unless by a resolution passed at the AGM, the mandate is again renewed;
- the expiration of the period within which the next AGM of the Company is required to be held pursuant to Section 340(2)(b) of the Companies Act, 2016 (the "Act") (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Act); or
- revoked or varied by resolution passed by the shareholders in general meeting,

whichever is earlier;

AND THAT the Directors of the Company be and is hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the Proposed Shareholders' Mandate."

- AUTHORITY FOR THE COMPANY TO PURCHASE ITS OWN SHARES ("PROPOSED SHARE BUY-BACK")** **(Resolution 7)**

"THAT, subject always to the Act, the provisions of the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and all other applicable laws, guidelines, rules and regulations, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such amount of ordinary shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company provided that:

- the aggregate number of shares purchased does not exceed ten per centum (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at the point of purchase;
- the maximum fund to be allocated by the Company for the purpose of purchasing the shares shall be backed by an equivalent amount of retained profits; and
- the Directors of the Company may decide either to retain the shares purchased as treasury shares or cancel the shares or retain part of the shares so purchased as treasury shares and cancel the remainder or to resell the shares or distribute the shares as dividends.

THAT the authority conferred by this resolution will commence after the passing of this ordinary resolution and will continue to be in force until:-

- the conclusion of the next AGM of the Company following the forthcoming Eighteenth AGM, at which the ordinary resolution for the Proposed Share Buy-Back is passed, at which time it will lapse, unless by a resolution passed at the meeting, the Proposed Share Buy-Back authority is renewed;
- the expiration of the period within which the next AGM after the date it is required to be held pursuant to Section 340(2)(6) of the Act (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Act); or
- revoked or varied by resolution passed by the shareholders in general meeting,

whichever is earlier.

AND THAT authority be and is hereby given unconditionally and generally to the Directors of the Company to take all such steps as are necessary or expedient (including without limitation, the opening and maintaining of central depository account(s) under the Securities Industry (Central Depositories) Act 1991 of Malaysia, and the entering into all other agreements, arrangements and guarantee with any party or parties) to implement, finalise and give full effect to the aforesaid purchase with full powers to assent to any conditions, modifications, revaluations, variations and/or amendments (if any) as may be imposed by the relevant authorities and with the fullest power to do all such acts and things thereafter (including without limitation, the cancellation or retention as treasury shares of all or any part of the purchased shares or to resell the shares or distribute the shares as dividends) in accordance with the provisions of the Constitution of the Company and the requirements and/or guidelines of Main Market Listing Requirements of Bursa Securities and all other relevant governmental and/or regulatory authorities."

- To transact any other business which may properly be transacted at an AGM for which due notice shall have been given.

By Order of the Board

**LIM SECK WAH (MAICSA NO. 0799845)**

**M. CHANDRASEGARAN A/L S. MURUGASU (MAICSA NO. 0781031)**

Company Secretaries

Sarawak

Dated: 23 October 2020

### Notes :-

- 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 at the main venue. **No shareholders/proxies from the public will be physically present at the meeting venue. Shareholders who wish to participate in the Eighteenth AGM will therefore have to register via the link <https://vps.megacorp.com.my/dq4VRy>. Kindly refer to the annexure of the Administrative Guides for further information.**
- For the purpose of determining a member who shall be entitled to attend, speak and vote at the Eighteenth AGM, the Company shall be requesting the Record of Depositors as at 17 November 2020. Only a depositor whose name appears on the Record of Depositors as at 17 November 2020 shall be entitled to attend the said meeting or appoint proxies to attend, speak and vote on his/her behalf.
- A member may appoint up to two (2) proxies who need not be members of the Company to attend, speak and vote at the same meeting. Where a member appoints two (2) proxies, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.
- Where a member is an authorised nominee as defined under the Central Depositories Act 1991, it may appoint at least one (1) proxy but not more than two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
  - Where a member of the company is an exempt authorised nominee which holds ordinary shares in the company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorized nominee may appoint in respect of each omnibus account it holds.
- The instrument appointing a proxy, in the case of an individual, shall be signed by the appointer or by his attorney duly authorised in writing, and in the case of a corporation, shall be executed under its Common Seal or under the hand of an officer or attorney of the corporation duly authorised.
- The Form of Proxy or the instrument appointing a proxy and the power of attorney (if any) under which it is signed or authorised certified copy thereof must be deposited at the Registered Office of the Company at Wisma Harbour, Parkcity Commerce Square, Jalan Tun Ahmad Zaidi, 97000 Bintulu, Sarawak or email to [AGM-support@harbour.megacorp.com.my](mailto:AGM-support@harbour.megacorp.com.my) not less than forty-eight (48) hours before the time for holding the meeting or any adjournment thereof. You also have the option to register directly at <https://vps.megacorp.com.my/dq4VRy> to submit the proxy appointment electronically not later than Saturday, 21 November 2020 at 10.00 a.m. For further information on the electronic submission of proxy form, kindly refer to the annexure of the Administrative Guides.

#### Explanatory Notes to Special Business

##### i) Ordinary Resolution 5 – Authority to issue shares

The effect of the Ordinary Resolution if passed, will give the Directors of the Company, from the date of the Eighteenth AGM, authority to allot and issue shares up to 20% of the total number of issued shares of the Company for such purposes as the Directors may deem fit and in the interest of the Company. The authority, unless revoked or varied by the Company in general meeting, will expire at the conclusion of the next AGM of the Company.

Bursa Securities had vide its letter dated 16 April 2020 granted greater flexibility for listed issuers to raise fund through an increased general mandate limit for new issue of securities from the existing 10% to not more than 20% of the total number of issued shares (excluding treasury shares) ("20% General Mandate") to assist and support listed issuers in these trying and challenging times due to the COVID-19 pandemic.

The Board of Directors is of the view that the 20% General Mandate is in the best interest of the Company and its shareholders as the authority will facilitate any possible fundraising activities, including but not limited to placing of shares, for purpose of funding future investment project(s), working capital, repayment of bank borrowings and/or acquisitions.

As at the date of printing of the Annual Report, no new share was issued by the Company pursuant to the authority granted to the Directors at the Seventeenth AGM held on 25 November 2019 and the said authority will lapse at the conclusion of the Eighteenth AGM.

##### ii) Ordinary Resolution 6 – Proposed Shareholders' Mandate

The explanatory note on Ordinary Resolution 6 is set out in the Circular to Shareholders dated 23 October 2020.

##### iii) Ordinary Resolution 7 – Proposed Share Buy-back

The explanatory note on Ordinary Resolution 7 is set out in the Circular to Shareholders dated 23 October 2020.



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## ADMINISTRATIVE GUIDES FOR THE SHAREHOLDERS ON EIGHTEENTH ANNUAL GENERAL MEETING

Date and Time	:	Monday, 23 November 2020 at 10.00 a.m.
Broadcast Venue	:	Mega Corporate Services Sdn. Bhd. Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia

### 1. MODE OF MEETING

In view of the Coronavirus Disease (“**Covid-19**”) pandemic and as part of our safety measures, the Eighteenth Annual General Meeting (“**Eighteenth AGM**”) will be conducted on a **fully virtual basis through remote participation and electronic voting from the Broadcast Venue (“Online AGM”)**. This is in line with the Guidance Notes on the conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and subsequently revised on 15 July 2020.

**Shareholders will not be allowed to be physically present at the Eighteenth AGM in person at the Broadcast Venue** on the day of the meeting.

### 2. ANNUAL REPORT 2020 AND CIRCULAR TO SHAREHOLDERS

- ❖ Please scan the QR Code for the Annual Report 2020 and Circular to Shareholders of the Company which are also available at <https://www.harbour.com.my>:



- ❖ There will be no distribution of physical CD-ROM of Annual Report 2020 and Circular to Shareholders
- ❖ You may submit your request for a printed copy of the above by completing the attached Requisition Form and either send by post or email to [sazali@megacorp.com.my](mailto:sazali@megacorp.com.my)
- ❖ The printed copy of the above-mentioned documents will be dispatched to you by ordinary post within (4) market days from the date of receipt of your request.

### 3. NO VOUCHERS/DOOR GIFT

There will be **NO** distribution of door gift/food vouchers to Members/Proxies who participate in the Eighteenth AGM.

#### 4. DIGITAL BALLOT FORM FOR THE FULLY VIRTUAL EIGHTEENTH AGM

- 4.1 No shareholders or proxies should be physically present at the Broadcast Venue. Shareholders who wish to participate in the Eighteenth AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link <https://vps.megacorp.com.my/dq4VRv> (refer to para 4.4 for further details). After the registration is validated and accepted, shareholders will be notified via an email with a link to grant access to the Digital Ballot Form (“DBF”) and link to AGM.
- 4.2 With the DBF, you may exercise your right as a shareholder of the Company to participate and vote during the Eighteenth AGM, at the comfort of your home or from any location.
- 4.3 Shareholders may use the *Questions Pane* (located at the top right of the screen) to submit questions in real time during the meeting via the Webinar platform. Shareholders may also submit questions before the meeting to [AGM-support.Harbour@megacorp.com.my](mailto:AGM-support.Harbour@megacorp.com.my) in relation to the agenda as per the Eighteenth AGM.

#### Procedures for Remote Participation and Voting via DBF

- 4.4 Kindly follow the steps below to ensure that you are able to obtain your DBF and details to login to the Webinar session to participate and remote voting at the Eighteenth AGM online:
- (a) Open this link <https://vps.megacorp.com.my/dq4VRv>, or scan the QR code (top right hand of the 1<sup>st</sup> page of this Administrative Guide) and submit all details requested at least **forty-eight (48) hours** before the date of Eighteenth AGM.
  - (b) Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to receive your DBF.
  - (c) Alternatively, you may deposit your Proxy Form with the proxy’s email address and mobile phone number at the office of Poll Administrator, Mega Corporate Services Sdn Bhd situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or submit via email to [AGM-support.Harbour@megacorp.com.my](mailto:AGM-support.Harbour@megacorp.com.my)
  - (d) For corporate shareholders or Nominee Accounts, please send Proxy Form by email as (c) above.
  - (e) Shareholders would receive 2 emails:
    - i. Webinar session link (to join the virtual meeting)
    - ii. DBF – for remote voting purposes.

#### 5. RECORD OF DEPOSITORS (“ROD”) FOR THE EIGHTEENTH AGM

The date of ROD for the Eighteenth AGM is 17 November 2020. As such, only shareholders whose name appear in the ROD as at 17 November 2020 shall be entitled to attend the Eighteenth AGM and to participate, speak and vote thereat.

#### 6. POLL VOTING

- 6.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of this AGM, e-voting will be carried out via your digital devices (e.g. Computer /Mobile Phone / Tablets). The DBF itself is self-explanatory. Please read the instructions carefully on the email from *Webinar Master* and familiarize yourself with the steps needed to exercise your rights at the AGM.

- 6.2 Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the Eighteenth AGM, the Scrutineers will verify the poll results after which the Chairman will announce the results of the resolutions.

## 7. COMMUNICATION GUIDANCE

Shareholders are reminded to monitor the Company's website and announcements made to Bursa Malaysia Securities Berhad for any changes to Eighteenth AGM.

## 8. ENQUIRY

If you have any enquiry prior to the Eighteenth AGM, please contact the following officers during office hours:

### **Harbour-Link Group Berhad**

Address : Wisma Harbour, Parkcity Commerce Square, Jalan Tun Ahmad Zaidi, 97000 Bintulu, Sarawak

Contact Person : Ms. Sandra Chan Lee Hung

Telephone No : +60 86 318 998

Fax No : +60 86 310 885

Email : [sandrac.iad@harbour.com.my](mailto:sandrac.iad@harbour.com.my)

### **Poll Administrator – Mega Corporate Services Sdn Bhd**

Address : Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur

Contact Person : Mr. Alfred John

Telephone No : 03-2694 8984

Fax No : 03-2732 5388

Email : [AGM-support.Harbour@megacorp.com.my](mailto:AGM-support.Harbour@megacorp.com.my)