

ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS OF DUFU TECHNOLOGY CORP. BERHAD ON THE CONDUCT OF A FULLY VIRTUAL GENERAL MEETING(S)

- 18TH ANNUAL GENERAL MEETING (“18TH AGM”)
- EXTRAORDINARY GENERAL MEETING (“EGM”)

a) General Meeting Record of Depositors (“ROD”)

For the purpose of determining a member who shall be entitled to attend and vote at this 18th AGM and EGM (hereinafter referred to as “General Meeting(s)”), the Company shall be requesting the ROD as at 10 June 2020. Only a depositor whose name appears on the ROD as at 10 June 2020 shall be entitled to attend, speak and vote at the said meeting or appoint proxy(ies) to attend, speak and vote on his/her behalf.

b) Proxy

If a shareholder is not able to participate in the 18th AGM and EGM remotely, he/she is strongly encourage to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. The instrument appointing a proxy must be deposited at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan or submitted via fax at 03-2094 9940 and/or 03-2095 0292 or emailed to eservices@sshshb.com.my. The proxy appointment may also be lodged electronically via Securities Services e-Portal at <https://www.sshshb.net.my/login.aspx>.

Submission of Proxy Form

Meeting	Proxy Form Submission Closing Date and Time
18 th AGM on Friday, 19 June 2020 at 10:00 a.m.	Wednesday, 17 June 2020 at 10:00 a.m.
EGM on Friday, 19 June 2020 at 11:00 a.m. or immediately after the conclusion of the 18 th AGM, whichever is later.	Wednesday, 17 June 2020 at 11:00 a.m.

c) Poll Voting

The voting at the General Meeting(s) 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 SS E Solutions Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Commercial Quest Sdn. Bhd. as Scrutineers to verify the poll results.

Shareholders can proceed to ballot on the resolutions and submit your votes at any time from the commencement of the respective voting session to be announced by the Chairman of the meeting and before the end of the voting session which will be announced by the Chairman of the meeting. Upon completion of the voting session for the meeting(s), the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

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d) Remote Participation and Voting (“RPV”)

As no shareholder should be physically present at the Broadcast Venue, we urge all shareholders to attend the general meeting(s) remotely using the Securities Services e-Portal (“e-Services”) facilities which are available on <https://www.sshsb.net.my/login.aspx>.

The procedures for the RPV facilities are as summarized below:-

BEFORE THE 18TH AGM AND EGM

➤ Register as a user of Securities Services e-Portal

Registration Open Date	Registration Closing Date
Thursday, 21 May 2020	Monday, 15 June 2020
ALL USERS MUST REGISTER AS A USER AT LEAST TWO (2) WORKING DAYS BEFORE THE CLOSING OF PROXY FORM SUBMISSION ONLINE AS WE NEED ONE (1) WORKING DAY TO PROCESS ALL USER REGISTRATIONS.	
<ul style="list-style-type: none"> • This is a ONE-TIME free 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. 	
Step 1 Visit https://www.sshsb.net.my/login.aspx Step 2 Register as a user - registration is free! Step 3 Wait for our notification email that will be sent within one (1) working day Step 4 Verify your email and log in	

➤ Registration for Remote Participation via Live Stream Meeting (“eLive”) and Online Voting (“eVoting”) at General Meeting(s)

Meeting	Registration for eLive and eVoting Closing Date and Time
18 th AGM on Friday, 19 June 2020 at 10:00 a.m.	By Wednesday, 17 June 2020 at 10:00 a.m.
EGM on Friday, 19 June 2020 at 11:00 a.m. or immediately after the conclusion of the 18 th AGM, whichever is later.	By Wednesday, 17 June 2020 at 11:00 a.m.
Step 1 Log in to https://www.sshsb.net.my/login.aspx with your registered email and password. Step 2 Look for “ Dufu Technology Corp. Berhad ” under Company Name “ 18th AGM on 19 June 2020 at 10:00 a.m. – Registration for Remote Participation ” and “ EGM on 19 June 2020 at 11:00 a.m. – Registration for Remote Participation ” under Corporate Exercise / Event and click > to register for remote participation at the respective meetings. Step 3 Check if you are submitting the proxy form as – <ul style="list-style-type: none"> ✓ Individual shareholder ✓ Corporate or authorised representative of a body corporate <p><i>For body corporates, the appointed corporate/authorised representative is 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). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to the SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the abovementioned proxy form submission closing date and time.</i></p> Step 4 Enter your CDS account number or the body corporate’s CDS account number and corresponding number of securities. <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). • You need to register for remote participation for every CDS account(s) you have or represent. 	

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d) Remote Participation and Voting (“RPV”) (cont’d)

DURING THE 18TH AGM AND EGM ON 19 JUNE 2020

➤ **Joining the Live Stream Meetings (eLive)**

Meeting	eLive Access Date and Time
18 th AGM on Friday, 19 June 2020 at 10:00 a.m.	Friday, 19 June 2020 at 9:45 a.m.
EGM on Friday, 19 June 2020 at 11:00 a.m. or immediately after the conclusion of the 18 th AGM, whichever is later.	Friday, 19 June 2020 at 10:45 a.m. or immediately after the conclusion of the 18 th AGM, whichever is later.
<p>Step 1 Log in to https://www.sshsb.net.my/login.aspx with your registered email and password.</p> <p>Step 2 Look for “Dufu Technology Corp. Berhad” under Company Name, then click “18th AGM on 19 June 2020 at 10:00 a.m. – Live Stream Meeting” and “EGM on 19 June at 11:00 a.m. – Live Stream Meeting” at the respective time set, under Corporate Exercise / Event and click > to join the respective meetings.</p> <ul style="list-style-type: none"> • The access to the live stream meetings will be open at the abovementioned date and time. • If you have any questions to raise, you may use the text box to transmit your question. You will only be able to ask a question after you have registered to vote. The Chairman/Board will do their best to address to your concerns during the meeting. <p>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the users.</p> <p>After you have logged in, we recommend that you keep your browser open for the duration of the meeting to proceed with the remote online voting session.</p>	

➤ **Remote Online Voting during the Meetings (eVoting)**

Meeting	eVoting Access Date and Time
18 th AGM on Friday, 19 June 2020 at 10:00 a.m.	Commence on 19 June 2020 when announced by the Chairman of the 18 th AGM until a time when the Chairman announces the closing of the voting session of the 18 th AGM.
EGM on Friday, 19 June 2020 at 11:00 a.m. or immediately after the conclusion of the 18 th AGM, whichever is later.	Commence on 19 June 2020 when announced by the Chairman of the EGM until a time when the Chairman announces the closing of the voting session of the EGM
<p>Step 1 Log in to https://www.sshsb.net.my/login.aspx with your registered email and password. (For Shareholder that has been logged in to eLive, kindly click on “Event” on the left navigation panel to go back to the main page and proceed with Step 2 below)</p> <p>Step 2 Look for “Dufu Technology Corp. Berhad” under Company Name and “18th AGM on 19 June 2020 at 10:00 a.m. – Remote Voting” and “EGM on 19 June 2020 at 11:00 a.m. – Remote Voting” under Corporate Exercise / Event and click > to remotely cast and submit your votes online.</p> <p>Step 3 Cast your votes by clicking on the radio buttons in the respective eVoting event.</p> <p>Step 4 Review your casted votes and confirm and submit the votes.</p> <ul style="list-style-type: none"> • The access to eVoting will be open at the abovementioned date and time. • Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending 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 proxy form. • The access to eVoting will close when the Chairman announces the closing of all voting. • A copy of your submitted eVoting can be accessed via My Records (refer to the left navigation panel). <p>The e-voting card is non-editable and irrevocable once it has been submitted.</p>	

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ENQUIRY

If you have any enquiry prior to the General Meeting(s), please contact the following personnel during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Mr Wong Piang Yoong (ext: 168) or Mr. Yeow Lip Lin (ext: 206) or Ms Lee Pei Yeng (ext:169)
SS E Solutions Sdn Bhd
Level 7 Menara Milenium
Jalan Damanlela
Pusat Bandar Damansara
Damansara Heights
50490 Kuala Lumpur
Tel: 603-2084 9000
E-mail: eservices@sshbsb.com.my

Mr. David Khoo
Dufu Technology Corp. Berhad
19, Hilir Sungai Keluang 2
Taman Perindustrian Bayan Lepas
Phase IV, 11900 Penang, Malaysia
Tel : 604-6161300
E-mail: davidkhoo@dufu.com.my