

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Day and Date	:	Thursday, 23 December 2021
Time	:	10.00 a.m.
Online Meeting Platform	:	Securities Services e-Portal at https://sshsb.net.my

Virtual Meeting

- The EGM will be conducted fully virtual through live streaming and online remote voting using the Remote Participation and Voting facilities (“**RPV**”) to be provided by SS E Solutions Sdn. Bhd. (“**SSESB**”) via Securities Services e-Portal platform (“**SS e-Portal**”) at <https://sshsb.net.my>.
- Only members whose name appears on the Record of Depositors as at 13 December 2021 shall be entitled to attend, speak and vote at the EGM.
- Please follow the procedures set out in the SS e-Portal User Guide provided in the enclosed **Appendix A** in order to register, participate and vote remotely via the RPV for the EGM.
- Please note that the SS e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge or Safari. The quality of connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at the location and the device used by the participants.

Remote Participation and Voting Facilities

- With the RPV, members may exercise their rights as a member of the Company to participate and vote remotely at the EGM. Alternatively, members may also appoint proxies or the Chairman of the EGM as their proxy to attend and vote on their behalf at the EGM. Please refer to the SS e-Portal User Guide set out in **Appendix A** for further details.
- Members or corporate/authorised representatives/attorneys of corporate members who wish to participate at the EGM are required to:-

i.	Register as a user of the SS e-Portal	no later than Friday, 17 December 2021
ii.	Register for the remote participation	no later than Tuesday, 21 December 2021 at 10.00 a.m.

- Corporate/authorised representatives or attorneys appointed by power of attorney who wish to participate at the EGM via RPV, may need to submit their original/certified certificate of appointment of corporate representative or power of attorney upon request for verification purposes to SSESB at Level 7, Menara Milenium, Jalan Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, **no later than Tuesday, 21 December 2021 at 10.00 a.m.**
- Should participants’ application to join the EGM be approved, the system will make available to participants the rights to join the live streamed meeting and to vote remotely. The login to SS e-Portal by members, proxies or corporate/authorised representatives/attorneys of corporate members on the day of the EGM will indicate their presence at the EGM.

Appointment of Proxy

9. Members who appoint proxies to participate at the EGM via RPV must ensure that the duly executed Proxy Form are deposited in accordance with the notes and instructions printed therein **no later than Tuesday, 21 December 2021 at 10.00 a.m.** If members wish to submit the Proxy Form electronically via SS e-Portal, please follow the procedures set out in the SS e-Portal User Guide as enclosed in **Appendix A**. Members are strongly encouraged to appoint the Chairman of the EGM as their proxy if they are unable to participate and vote at the EGM.
10. Corporate members through corporate/authorised representatives or attorneys who wish to appoint proxies or the Chairman of the EGM as their proxy(ies) via SS e-Portal to attend and vote on their behalf at the EGM, may need to submit their original/certified certificate of appointment of corporate representative or power of attorney upon request for verification purposes to SSESB at Level 7, Menara Milenium, Jalan Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, **no later than Tuesday, 21 December 2021 at 10.00 a.m.**
11. A member who wishes to appoint a proxy who is not an existing user of SS e-Portal to participate at the EGM via RPV must request his/her/its proxy to register himself/herself as a user of the SS e-Portal at <https://sshbsb.net.my> in accordance with the procedures set out in the SS e-Portal User Guide as enclosed in **Appendix A**, **no later than Friday, 17 December 2021**. All appointed proxies need not register for remote participation. Upon processing of your Proxy Form, the proxies will be granted access to the RPV at the EGM.

Poll Voting

12. The voting at the EGM 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 EGM and before the end of the voting session which will be announced by the Chairman of the EGM. 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.

Submission of Questions

13. Members, proxies or corporate representatives may submit questions before the EGM to the Chairman or Board of Directors electronically by email to eservices@sshbsb.com.my no later than Tuesday, 21 December 2021 at 10.00 a.m. or via real time submission of typed texts through a text box within SS e-Portal at <https://sshbsb.net.my> before the start or during the live streaming of the EGM. Shareholders may also send questions before the EGM to sin-ghee.law@vitrox.com in relation to the agenda items for the EGM.

Enquiry

14. If you have any enquiries relating to the SS e-Portal or proxy appointment prior to the EGM, or encounter any technical issues to participate in the fully virtual EGM, please contact the following persons during office hours between Monday to Friday from 8.30 a.m. to 12.15 p.m. and from 1.15 p.m. to 5.30 p.m.:-

SS E Solutions Sdn. Bhd.

General Line : +603-2084 9000

Email : eservices@sshbsb.com.my

Officers : Mr Wong Piang Yoong (DID: +603 2084 9168)

Ms Lee Pei Yeng (DID: +603 2084 9169)

Ms Rachel Ou (DID: +603 2084 9161)

Ms Evangeline Yeoh (DID: +603 2084 9007)

Securities Services e-Portal (“SS e-Portal”) User Guide

BEFORE THE EGM

(A) Sign-Up for A User Account at SS e-Portal

Registration Closing Date : Friday, 17 December 2021	
<p>Step 1: Visit https://sshsb.net.my.</p> <p>Step 2: Sign-up for a user account.</p> <p>Step 3: A notification email will be sent to you within one (1) working day.</p> <p>Step 4: Please verify your user account by logging into the SS e-Portal within seven (7) days of the notification email.</p>	<p>Notes:</p> <ul style="list-style-type: none"> SSESB requires one (1) working day to process all user signups. If you do not have a user account with the SS e-Portal, you will need to sign up for a user account by 17 December 2021. This is a ONE-TIME free registration. If you are already a registered user of SS e-Portal, you need not register again. Your email address is your User ID. Please proceed to either (B) or (C) below once you are a registered user.

(B) Register for Remote Participation at the EGM

Registration Closing Date : Tuesday, 21 December 2021 at 10.00 a.m.	
<p>Step 1: Log in to https://sshsb.net.my with your registered User ID (email address) and password.</p> <p>Step 2: Look for “ViTrox Corporation Berhad” under Company Name and EGM on 23 December 2021 at 10.00 a.m. – Registration for Remote Participation under Corporate Exercise / Event and click “>” to register for remote participation at the EGM.</p> <p>Step 3: Select whether you are participating as:</p> <ul style="list-style-type: none"> Individual shareholder; or Corporate or authorised representative of a body corporate #. <p>Step 4: Submit your registration.</p>	<p>Notes:</p> <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). Your registration will apply to all the CDS account(s) of each individual shareholder/body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate. Upon verification by the Poll Administrator against the Record of Depositors as at 13 December 2021, you will receive an email on 21 December 2021 on your eligibility to participate at the EGM.

(C) Submit e-Proxy Form

Registration Closing Date : Tuesday, 21 December 2021 at 10.00 a.m.	
<p>Step 1: Log in to https://sshsb.net.my with your registered User ID (email address) and password.</p> <p>Step 2: Look for ViTrox Corporation Berhad under Company Name and EGM on 23 December 2021 at 10:00 a.m. – Submission of Proxy Form under Corporate Exercise / Event and click “>” to submit your e-Proxy Form online for the EGM.</p> <p>Step 3: Select whether you are submitting the e-Proxy Form as:</p> <ul style="list-style-type: none"> Individual shareholder; or Corporate or authorised representative of a body corporate #. <p>Step 4: Enter your CDS account number or the body corporate’s CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).</p> <p>Step 5: Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 6: Review and confirm your e-Proxy Form details before submission.</p>	<p>Notes:</p> <ul style="list-style-type: none"> You may appoint the Chairman of the EGM as the proxy in the event you are unable to participate remotely. A copy of your submitted e-Proxy Form can be accessed via My Records (please refer to the left navigation panel). You need to submit your e-Proxy Form for every CDS account(s) you have or represent. All appointed proxies need not register for remote participation under (B) above but if they are not registered users of the SS e-Portal, they will need to register as users of the SS e-Portal under (A) above by 17 December 2021. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY. Upon processing the e-Proxy Forms, remote participation access for the EGM will be granted to the proxy(ies) instead of the shareholder(s) provided the proxy(ies) are the registered user(s) of the SS e-Portal, failing which, the proxy(ies) will not be able to participate at the EGM. Upon verification by the Poll Administrator, your proxy will receive an email of his/her eligibility to participate at the EGM.

For body corporates, the appointed corporate/authorised representatives must 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 must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.

DURING THE EGM

(I) Joining the Live Stream Meeting (eLive)

eLive Access Date and Time	Commencement of the EGM
Thursday, 23 December 2021 at 9.30 a.m.	Thursday, 23 December 2021 at 10.00 a.m.
<p>Step 1: Log in to https://www.sshsb.net.my with your registered User ID (email address) and password.</p> <p>Step 2: Look for VITrox Corporation Berhad under Company Name and EGM on 23 December 2021 at 10:00 a.m. – Live Stream Meeting under Corporate Exercise / Event and click “>” to join the EGM.</p>	<p>Notes:</p> <ul style="list-style-type: none"> You can start to login 30 minutes before the commencement of the EGM as mentioned above. If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/Management will endeavour to respond your questions during the EGM.

(II) Remote Online Voting during the Meeting(s) (eVoting)

eVoting Access Date and Time	eVoting Closing Date and Time
Thursday, 23 December 2021 at 10.00 a.m.	As directed by the Chairman of the EGM
<p>Step 1: If you are logged in to the SS e-Portal and already accessing the Live Stream Meeting, click Proceed to Vote under the live stream player. <i>OR</i> If you are not logged in yet, please log in to the SS e-Portal, at https://sshsb.net.my with your registered User ID (email address) and password. Look for VITrox Corporation Berhad under Company Name and EGM on 23 December 2021 at 10:00 a.m. – Remote Voting under Corporate Exercise / Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the EGM.</p> <p>Step 2: Cast your votes by clicking on the radio buttons against each resolution.</p> <p>Step 3: Review your casted votes and submit the votes.</p>	<p>Notes:</p> <ul style="list-style-type: none"> The access to eVoting will be opened on the abovementioned date and time. Your casted votes 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. A copy of your submitted e-Voting can be accessed via My Records (please refer to the left navigation panel).

(III) End of the Live Stream Meeting (eLive)

The live streaming will end upon the announcement by the Chairman on the closure of the EGM.