

ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE 18th ANNUAL GENERAL MEETING OF REDTONE INTERNATIONAL BERHAD

DATE : 2 DECEMBER 2020 (WEDNESDAY)
TIME : 10.00 A.M.
BROADCAST VENUE : MANHATTAN V, LEVEL 14, BERJAYA TIMES SQUARE HOTEL KUALA LUMPUR, NO. 1 JALAN IMBI, 55100 KUALA LUMPUR

a) General Meeting Record of Depositors

For the purpose of determining a member/shareholder who shall be entitled to attend and vote remotely at this 18th Annual General Meeting (hereinafter referred to as “18th AGM”), only members whose names appear in the Record of Depositors on 25 November 2020 (“General Meeting Record of Depositors”) shall be eligible to attend, speak and vote remotely at the Meeting or appoint proxy(ies) to attend, participate, speak and vote remotely in his stead

b) Broadcast Venue

Please note that NO MEMBERS/SHAREHOLDERS/PROXIES should be physically present or would be admitted at the Broadcast Venue on the day of the 18th AGM. The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman of the Meeting shall be present at the main venue.

c) Proxy

If a shareholder is not able to participate in the 18th AGM remotely, he is strongly encouraged to appoint the Chairman of the Meeting as his proxy and indicate the voting instructions in the Form of Proxy. The instrument appointing a proxy must be deposited at the office of SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, or submitted electronically via Securities Services e-Portal at <https://sshsb.net.my/login.aspx>.

Submission of Form of Proxy

Meeting Date and Time	Form of Proxy Submission Closing Date and Time
Wednesday, 2 December 2020 at 10:00 a.m.	Monday, 30 November 2020 at 10:00 a.m.

d) Poll Voting

The voting at the General Meeting(s) will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SS E Solutions Sdn. Bhd. as the Poll Administrator to conduct the poll by way of electronic voting and Commercial Quest Sdn. Bhd. as Scrutineers to verify the poll results.

Remote Voting (eVoting)

Meeting Date and Time	eVoting Access Date and Time
Wednesday, 2 December 2020 at 10:00 a.m.	Wednesday, 2 December 2020 at 10:00 a.m.

Shareholders may access the eVoting to proceed to cast their votes on the resolutions tabled and submit their votes from the abovementioned date and time until 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, the Scrutineers will verify the poll results, which will thereafter be published and followed by the Chairman’s declaration on whether the resolutions are duly passed.

e) Remote Participation and Voting (“RPV”)

As no shareholder should be physically present at the Broadcast Venue, we urge all shareholders to participate in the meeting remotely via Securities Services e-Portal at <https://sshbsb.net.my/login.aspx>. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

The procedures for the RPV facilities are as summarised below:

BEFORE THE MEETING

(A) Register as a User of Securities Services e-Portal	
Step 1 Visit https://sshbsb.net.my/login.aspx Step 2 Register as a user Step 3 Wait for notification email that will be sent within one (1) working day Step 4 Verify your user account within seven (7) days of the notification email and log in	<ul style="list-style-type: none"> • This is a ONE-TIME 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.
ALL SHAREHOLDERS MUST REGISTER AS A USER BY <u>26 NOVEMBER 2020</u>, AS ONE (1) WORKING DAY IS REQUIRED TO PROCESS ALL PORTAL USER REGISTRATIONS.	
(B) Register for Remote Participation	
Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Wednesday, 2 December 2020 at 10:00 a.m.	Monday, 30 November 2020 at 10:00 a.m.
<ul style="list-style-type: none"> ➤ Log in to https://sshbsb.net.my/login.aspx with your registered email and password ➤ Look for REDtone International Berhad under Company Name and 18th AGM on 2 December 2020 at 10:00 a.m. – Registration for Remote Participation under Corporate Exercise / Event and click “>” to register for remote participation at the meeting. 	
Step 1 Check if you are attending as – <ul style="list-style-type: none"> ▪ Individual shareholder ▪ Corporate or authorised representative of a body corporate <i>For body corporates, the appointed corporate/authorised representative has 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 <u>original</u> evidence of authority and translation thereof, if required, have to be submitted to 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 registration closing date and time above.</i>	
Step 2 Enter your CDS account number or the body corporate’s CDS account number.	

- 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 as an individual shareholder or corporate or authorised representative.
- As the meeting will be conducted on a fully virtual basis and only the Chairman and other essential individuals will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

(C) Submit e-Form of Proxy

Meeting Date and Time	Form of Proxy Submission Closing Date and Time
Wednesday, 2 December 2020 at 10:00 a.m.	Monday, 30 November 2020 at 10:00 a.m.

- Log in to <https://sshsb.net.my/login.aspx> with your registered email and password
- Look for **REDtone International Berhad** under Company Name and **18th AGM on 2 December 2020 at 10:00 a.m. – Submission of Proxy Form** under Corporate Exercise / Event and click “>” to submit your form of proxy online for the meeting by the submission closing date and time above.

- Step 1 Check if you are submitting the Form of Proxy as –
- Individual shareholder
 - Corporate or authorised representative of a body corporate
- 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 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 Form of Proxy submission closing date and time above.*
- Step 2 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).
You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.
- Step 3 Proceed to indicate how your votes are to be casted against each resolution.
- Step 4 Review and confirm your Form of Proxy details before submission.

- A copy of your submitted e-Form of Proxy can be accessed via **My Records** (refer to the left navigation panel).
- You need to submit your e-Form of Proxy for **every CDS account(s)** you have or represent.

PROXIES

All appointed proxies need not register for remote participation under (B) above but will **need to register as Users** of the e-Portal under (A) above by **26 November 2020**. Upon processing the Form of Proxy, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

ON THE DAY OF THE MEETING

Log in to https://sshbsb.net.my/login.aspx with your registered email and password	
(A) Join the Live Stream Meeting (eLive)	
Meeting Date and Time	eLive Access Date and Time
Wednesday, 2 December 2020 at 10:00 a.m.	Wednesday, 2 December 2020 at 9:30 a.m.
<p>➤ Look for REDtone International Berhad under Company Name and 18th AGM on 2 December 2020 at 10:00 a.m. – Live Stream Meeting under Corporate Exercise / Event and click ">" to join the meeting.</p> <ul style="list-style-type: none"> • The access to the live stream meeting will open on the abovementioned date and time. • If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/Management/relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user. 	
(B) Vote Online Remotely during the Meeting (eVoting)	
Meeting Date and Time	eVoting Access Date and Time
Wednesday, 2 December 2020 at 10:00 a.m.	Wednesday, 2 December 2020 at 10:00 a.m.
<p>➤ Look for REDtone International Berhad under Company Name and 18th AGM on 2 December 2020 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 meeting.</p> <p>Step 1 Cast your votes by clicking on the radio buttons against each resolution. Step 2 Review your casted votes and confirm and submit the votes.</p> <ul style="list-style-type: none"> • The access to eVoting will open on the abovementioned date and time. • Your votes casted will apply throughout <u>all</u> 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 Form of Proxy. • The access to eVoting will close when the Chairman announces the closing of all voting at the meeting. • A copy of your submitted e-Voting can be accessed via My Records (refer to the left navigation panel). 	

f) Technical Assistance

If you require any technical assistance in respect of Securities Services e-Portal, please contact the following on Mondays to Fridays from 8.30 a.m. to 12.15 p.m. and from 1.15 p.m. to 5.30 p.m. (except on public holidays): -

- Ms. Lee Pei Yeng (DID: +603 2084 9169)
- Ms. Rachel Ou (DID: +603 2084 9161)
- Mr. Adrian Toh (DID: +603 2084 9007)
- SS E Solutions Sdn. Bhd.'s general line (DID: +603 2084 9000) and request for e-Services Assistance.

Alternatively, you may also email to eservices@sshbsb.com.my.