

ADMINISTRATIVE GUIDE 48TH ANNUAL GENERAL MEETING

MANULIFE HOLDINGS BERHAD
[Registration No. 197501003360 (24851-H)]
(Incorporated in Malaysia)

The 48th Annual General Meeting (“AGM” or “Meeting”) will be held virtually by way of live streaming and online remote voting using Remote Participation and Voting facilities being made available on Securities Services e-Portal. Outlined below are the details for participating in the virtual AGM:

Date	:	12 June 2024, Wednesday
Time	:	2:30 p.m. (Access to the AGM will be made available 30 minutes prior to the start of the Meeting)
Broadcast Venue	:	Meeting Room of Securities Services (Holdings) Sdn. Bhd., Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan (Members/proxies/corporate representatives will not be allowed to be physically present at the Broadcast Venue)
AGM Online Platform	:	Securities Services e-Portal, https://sshsb.net.my/

**Securities Services e-Portal: <https://sshsb.net.my/>
To log in you must be a registered user of the Securities Services e-Portal**

Joining the Virtual Meeting

- Members will be able to attend, vote and raise questions at the AGM by accessing the Securities Services e-Portal, <https://sshsb.net.my/>.
- Only members whose names appear in the Record of Depositors on 5 June 2024 shall be eligible to attend and vote at the AGM or appoint proxy(ies) to vote on their behalf.

Accessing the Securities Services e-Portal

- Securities Services e-Portal can be accessed using known internet browsers such as Internet Explorer, Chrome, Firefox, Safari and Microsoft Edge on a desktop, laptop, tablet computer or smartphone. Please visit <https://sshsb.net.my/> on the day of the AGM.
- On accessing the Securities Services e-Portal, you will be asked to enter the email address (which you have used to register as a user of Securities Services e-Portal) and password.

Register as User of Securities Services e-Portal

- **First Time Registration as a user must be before AGM**. Members who are not existing users of the Securities Services e-Portal must register before 10 June 2024. If you are not an existing user and will be appointing a proxy or proxies to attend on your behalf, you must register before 6 June 2024. If your proxy is not an existing user of Securities Services e-Portal, they will need to register as user by 6 June 2024. You will receive a notification email within 1 working day once you have submitted the new user registration. You **must verify user account within 7 days of the notification email AND log in**. Please visit <https://sshsb.net.my/> to register as a user.
- If you are an existing user of the Securities Services e-Portal, please proceed to the next step of registering for remote participation at the Meeting.

Register for Remote Participation at Meeting

- Members must register for remote participation and are encouraged to register as early as possible and before the AGM in order to ensure timely access to the Meeting. **Registration for Remote Participation closes at 2:30 p.m. on Wednesday, 12 June 2024.** [All appointed proxies need not register for remote participation].
- 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 as a representative for each body corporate.
- To register, navigate to <https://sshsb.net.my/> and when successfully authenticated, locate “Manulife Holdings Berhad” under Company Name and “**48th AGM on 12 June 2024 at 2:30 p.m. – Registration for Remote Participation**” under Event, and click “>” to register. Please follow the instruction in there to complete registration.

Appointment of Proxy(ies)

- A member eligible to attend the AGM may appoint a proxy or two proxies to exercise any of their rights. Where a member appoints two proxies, the appointments shall be invalid unless they specify the proportion of their holdings to be represented by each proxy. **Proxy form must be completed in accordance with the instructions and received by 2:30 p.m. on Monday, 10 June 2024.**
- You must submit the Proxy form for every CDS account(s) you have or represent.

- Proxies may be appointed by
 - completing and returning the proxy form together with the power of attorney or a certified copy thereof to the Company's Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan; OR
 - visiting <https://sshsb.net.my/> and following the instructions there for electronic submission of proxy forms. The power of attorney or a certified copy thereof must be uploaded and attached to electronic submission. All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in one file.
- **If your proxy(ies) is not a registered user of the Securities Services e-Portal, they will need to register as user of the Securities Services e-Portal by 6 June 2024.**
- If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the Meeting, please provide a notice of termination of proxy authority in writing to the Company's Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia or email to eservices@sshsb.com.my no later than 2:30 p.m. on Monday, 10 June 2024 to revoke the earlier appointed proxy.

On the Day of the Meeting

- Access to the Meeting will be available at 2:00 p.m. on Wednesday, 12 June 2024.
- To access, navigate to <https://sshsb.net.my/> and when successfully authenticated, locate "**Manulife Holdings Berhad**" under Company Name and "**48th AGM on 12 June 2024 at 2:30 p.m. – Live Stream Meeting**" under Event and click ">" to join the Meeting.
- If you wish to ask questions, you may use the text box to transmit your question. We will endeavour to respond to any question raised 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.

Voting

- Your ability to vote will only be enabled once the Chair of the Meeting has formally announced the Meeting to be convened.
- If you are accessing the Live Stream Meeting, click "**Proceed to Vote**" under the live stream player.
- If you are not accessing from the Live Stream Meeting and have just logged in to the Securities Services e-Portal, look for "**Manulife Holdings Berhad**" under Company Name and "**48th AGM on 12 June 2024 at 2:30 p.m. – Remote Voting**" under Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the Meeting. Cast your votes by clicking on the radio icon against each resolution.
- Votes casted will apply to 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 cast, we will take the votes as indicated in the proxy form.
- The access to eVoting will close when the Chairman announces the closing of all voting at the Meeting.

Enquiries

If you have any enquiries on Securities Services ePortal or proxy appointment prior to the AGM, please contact our Poll Administrator during office hours (Monday to Friday from 8:30 a.m. to 12:15 p.m. and 1:15 p.m. to 5:30 p.m., excluding public holidays):

- **SS E Solutions Sdn. Bhd.**
 - Mr. Wong Piang Yoong – (603) 2084 9168
 - Ms. Nurhayati Ang (603) 2084 9162
 - Ms. Yuli Chew (603) 2084 9008

General Line: (603) 2084 9000

Email: eservices@sshsb.com.my

Fax No.: (603) 2094 9940, (603) 2095 0292

Printed Copies of Annual Report 2023 and Circular

You may submit your request for a printed copy of the Annual Report 2023 or Circular to Shareholders in relation to the Proposed Renewal of Shareholders' Mandate and Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("**Circular to Shareholders**") by completing the attached Request Form and sending it either by post, fax or email to Securities Services (Holdings) Sdn. Bhd. at:

Address : Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan
 Fax No. : (603) 2094 9940 or (603) 2095 0292
 Email Address : info@sshsb.com.my

Alternatively, you may complete and submit the Request Form which is available on the website of our Share Registrar by following the steps below:

- Visit <https://www.sshsb.com.my/new/requestarep.aspx>.
- Type "**Manulife Holdings Berhad**" and complete the online Request Form.
- Click "**Send**" to submit your request.

The printed copy of the Annual Report 2023 and/or Circular to Shareholders will be despatched by ordinary post within four (4) market days from the date of receipt of your request. There may be delays in Annual Report 2023 and/or Circular to Shareholders delivery by ordinary post and responses to queries by mail.

If you require assistance with the Request Form, please contact the following persons:

- **Share Registrar – Securities Services (Holdings) Sdn. Bhd.**
 - Mr. Wong Piang Yoong – (603) 2084 9168
 - Ms. Nurhayati Ang (603) 2084 9162
 - Ms. Yuli Chew (603) 2084 9008