

ADMINISTRATIVE GUIDE

VIRTUAL TWENTY SEVENTH ANNUAL GENERAL MEETING (“27TH AGM”) OF VARIA BERHAD (FORMERLY KNOWN AS STELLA HOLDINGS BERHAD) (“VARIA” OR “THE COMPANY”)

Day / Date	:	Wednesday, 27 November 2024
Time	:	2:30 p.m.
Broadcast Venue	:	Board Room, 1103, Block E, Level 11, Pusat Dagangan Phileo Damansara 1, No. 9, Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor, Malaysia
Meeting platform	:	https://www.propollsolutions.com.my (Domain registration number D1A403203)

VIRTUAL MEETING

The 27th AGM of Varia will be conducted as a virtual meeting through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) Facility. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 and as revised or amended from time to time.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 27th AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

MEMBERS / PROXIES / CORPORATE REPRESENTATIVES / ATTORNEYS

No members or proxies or corporate representatives or attorneys from the public shall be physically present nor admitted at the Broadcast Venue on the day of the 27th AGM.

RPV FACILITY

Members are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, “participate”) at the 27th AGM using the RPV Facility provided by Propoll Solutions Sdn Bhd, the poll facilitator of the 27th AGM, via its website at <https://www.propollsolutions.com.my> (“Propoll Portal”) (Domain registration number D1A403203).

Members may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 27th AGM. Members may also submit questions to the Board of Directors (“Board”) prior to the 27th AGM by emailing to varia@varia.com.my no later than 2:30 p.m. on 25 November 2024 or via the Q&A platform in the Propoll Portal from 2.00 p.m. on 20 November 2024. If there is time constraint in answering the questions during the 27th AGM, the answers will be emailed to respective member who raised the questions.

If you wish to submit your questions through the Q&A platform via the Propoll Portal, you must first register as a user at the Propoll Portal. Thereafter, you may select “My Virtual Meeting” under the Main Menu and click on the Q&A platform to post your question(s).



Administrative Guide (cont'd)

PROCEDURES FOR RPV FACILITY

Members/proxies/corporate representatives/attorneys who wish to participate in the 27th AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:-

Procedures	Action
Before the day of the 27th AGM	
(i) Register as a User	<ul style="list-style-type: none">• Access the Propoll Portal at https://www.propollsolutions.com.my.• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.• Read and agree to the terms & conditions and thereafter, submit your registration.• Please enter a valid email address in order for you to receive the verification email from the Propoll Portal.• Your registration will be verified and approved by the Propoll Portal. Once approved, an email notification will be sent to you.• If you are already a user with the Propoll Portal, you are not required to register again.
(ii) Submit your Question	<ul style="list-style-type: none">• You may pre-submit your questions:<ul style="list-style-type: none">(i) using the Propoll Portal from 2.00 p.m. on 20 November 2024; or(ii) to the Board prior to the 27th AGM by emailing to varia@varia.com.my no later than 2.30 p.m. on 25 November 2024. Please provide your full name as per MyKad, Mobile Contact Number and CDS Account Number in your email.
On the day of the 27th AGM	
(iii) Login to Propoll Portal at https://www.propollsolutions.com.my	<ul style="list-style-type: none">• Login with your user ID and password for remote participation at the 27th AGM at any time from 2.00 p.m, i.e. 30 minutes before the commencement of the 27th AGM.• If you have forgotten your password, you can reset it by clicking on "Forgot Password".

Administrative Guide (cont'd)

Procedures	Action
On the day of the 27th AGM	
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> • Select <<My Virtual Meeting>> under Main Menu. • Click <<Join Meeting>> located next to the event. • Please click on the video link and key in the password provided to you in the email notification from the Propoll Portal in order to join the live streaming of the 27th AGM. • If you have any question(s) during the 27th AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 27th AGM (“Chairman”) / Board / Management will try to respond to all relevant questions submitted during the 27th AGM. If there is time constraint in answering the questions during the 27th AGM, the responses will be emailed to respective shareholders after the 27th AGM. • If you are using a smartphone to participate in the 27th AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 27th AGM. • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(v) Online Remote Voting	<ul style="list-style-type: none"> • Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. • Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(vi) End of the RPV Facility	<ul style="list-style-type: none"> • The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 27th AGM.

Notes to users of the RPV Facility:

- (a) *Should your registration to join the 27th AGM be approved, we will make available to you the rights to join the live streamed 27th AGM and to vote remotely using the RPV Facility. Your login to the Propoll Portal on the day of the 27th AGM will indicate your presence at the 27th AGM.*
- (b) *If you encounter any issue with your online registration at the Propoll Portal, please call +6010-526 5490 or e-mail to propollsolution@gmail.com for assistance.*



Administrative Guide (cont'd)

PROXY

1. The 27th AGM will be conducted on a virtual basis. If you are unable to participate in the 27th AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
2. If you wish to appoint proxy(ies) to participate in the 27th AGM using the RPV Facility, please submit your Proxy Form, either by hand or by post to the following address, not less than 48 hours (by 2.30 p.m. on 25 November 2024) before the time appointed for holding the 27th AGM or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:-

Varia Berhad (Formerly known as Stella Holdings Berhad)
1105, Block E, Level 11, Pusat Dagangan Phileo Damansara 1
No. 9, Jalan 16/11, Off Jalan Damansara
46350 Petaling Jaya
Selangor, Malaysia

3. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to Boardroom Share Registrars Sdn. Bhd. or alternatively to submit electronically via email to varia@varia.com.my not less than 48 hours before the time appointed for holding the 27th AGM or any adjournment thereof, in order to participate in the 27th AGM via the RPV Facility.
4. Attorneys appointed by power of attorney are to deposit their power of attorney to Boardroom Share Registrars Sdn. Bhd. or alternatively to submit electronically via email to varia@varia.com.my not less than 48 hours before the time appointed for holding the 27th AGM or any adjournment thereof, in order to participate in the 27th AGM via the RPV Facility.
5. Members who has appointed a proxy or attorney or authorised representative to participate at the 27th AGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Propoll Portal prior to the 27th AGM.

POLL VOTING

1. The voting at the 27th AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Varia has appointed Propoll Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facility and SLCC Networks Sdn Bhd as Scrutineers to verify the poll results.
2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 27th AGM by yourself, please write in to Boardroom Share Registrars Sdn. Bhd. or alternatively to submit electronically via email to varia@varia.com.my to revoke the earlier appointed proxy 48 hours before the time appointed for holding the 27th AGM.

Administrative Guide (cont'd)

RECORDING

Unauthorised recording of the proceedings of the 27th AGM is strictly prohibited.

RECORD OF DEPOSITORS (“ROD”) FOR THE 27th AGM

Only shareholders whose names appear on the ROD as at **18 November 2024** shall be entitled to participate or appoint proxy(ies) to participate at the 27th AGM via the RPV Facility.

NO DOOR GIFT

There will be no door gift to be provided for participating at the 27th AGM.

ENQUIRIES

If you have any enquiry relating to the 27th AGM, please contact the following person during office hours from 9:00 a.m. to 5:00 p.m. on Mondays to Fridays:

Mr Eric Tan - Mobile No. +6010-526 5490; or
 - E-mail: propollsolution@gmail.com

PERSONAL DATA PRIVACY

By lodging and subscribing for a user account with Propoll Portal for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the 27th AGM using the RPV Facility, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.