

Vistra Malaysia

# IPO & Share Registry Services

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Powering frictionless progress

**VISTRN**

# About us

Our corporate philosophy, embodying responsibility, innovation and vision, reflects our commitment to excellence in our services.

Tricor Group (Tricor) is the leading business expansion specialist in Asia, with global knowledge and local expertise in business, corporate, investor, human resources & payroll, corporate trust & debt services, fund administration, and strategic business advisory. Tricor's mission is to provide the building blocks for, and catalyse every stage of our clients' business growth, from incorporation to IPO.

Tricor Services (Malaysia) Sdn Bhd ("Tricor Malaysia") became part of the Tricor Group in 2006 and had since embarked on acquiring legacy entities which provided share registration services and issuing house services from major international accounting and professional firms.

Acquisitions of share registration services and issuing since 2007 include Tenaga Koperat Sdn Bhd (now known as Tricor Investor Services Sdn Bhd), PFA Registration Services Sdn Bhd, Epsilon Registration Services Sdn Bhd, Chua Woo & Company Sdn Bhd and Equiniti Services Sdn Bhd (now known as Tricor Investor & Issuing House Services Sdn Bhd).

Tricor Malaysia had streamlined these entities which provides the same services by transferring the businesses into one entity, namely "Tricor Investor & Issuing House Services Sdn Bhd".

Tricor Investor & Issuing House Services Sdn Bhd is the top leading provider of share registration services in Malaysia. It is through its legacy and proven track record on how clients and their security holders are serviced that has positioned us in the position. Our set-up, expertise and experience is unrivalled in serving our clients enabling us to accurately and efficiently perform all core registrars' functions, for securities registers of all types and sizes. Our experience allows us to innovate and provide new, automated and specialised services that can add value to our clients.

Tricor Investor & Issuing House Services Sdn Bhd has established itself as the pioneer issuing house in Malaysia riding on the legacy of Malaysia Industrial Development Finance Bhd ("MIDF") It has a track record of handling more than 700 Initial Public Offering ("IPO") jobs since its inception. The self-proprietary issuing house system used has been reviewed and endorsed by the auditor as well as received acceptance from the Securities Commission. Our unique balloting algorithm has leveraged our services to be the preferred issuing house by most companies as proven from our track record.

## Our commitment to clients

- ✓ Provide the highest quality service
- ✓ Know and deliver efficient value-added services
- ✓ Ability to offer competitive rates

# Our strengths

## Technology

Our own in-house team of IT specialists, designs, develops and maintains our proprietary issuing house, share registration, meeting/voting and e-Services systems. Essentially, we own the source code of all our software and that enables us to be flexible to customize our services to meet clients, authorities and regulators requirements.

Our systems are designed for web based as well as mobile application and we continuously, as a top priority, place emphasis in research and development to enhance our products as well as developing new products.

## Network support

We have established network relationship with Bursa Malaysia Depository Sdn Bhd and other statutory bodies and stakeholders that enables sharing of professional advice and this allows us to provide value-added services to our clients and their security holders.

Tricor Group's existence spans globally and we are able to leverage on our regional experience, knowledge and extensive facilities. Thus, we can tap into our regional "data knowledge centre" to offer assistance to our clients in countries where we have our offices.

Tricor Malaysia is also a leading corporate (company secretarial) and business outsourcing (accounting and payroll) service provider. Together we make Tricor as a convenient one stop centre to clients that require a variety of professional services to help them meet their regulatory requirements.

## Dynamic team

We have the best team of experienced staff with extensive exposure in issuing house and share registration functions.

Our long-serving key staff have more than 20 years of hands-on experience and this gives us a competitive edge to provide the highest quality and practical service to our clients and their security holders.

Our staff is provided with regular technical and market updates and on-job training. Our well-trained and well-informed staff in turn take their delegated responsibilities and commitment to our clients very seriously.



# Our key personnel



**Suzana Bt. Abdul Rahim**  
**Executive Director**  
Investor Services

Suzana has more than 20 years of working experience in share registration / investor services and 10 years in issuing house services. She has handled major corporate exercises such as mergers and acquisitions, capital repayments, general offers, compulsory acquisitions, rights issue and dividend reinvestment plan and is experienced in administering employees share option schemes. She is responsible for overseeing the operations of the share registration services, ensuring consistency of high-level quality service. She is also responsible for the digitalisation of share registration services. She holds a Degree in Accountancy majoring in Taxation.



**Samantha Goh**  
**Associate Director**  
Investor Services

Samantha has more than 20 years of working experience in share registration / investor services moving from the legacy of share registration functions in scrip-base environment to the current scripless-base system. She has handled major corporate exercises such as rights issue, general offers, dividend reinvestment plan and physical and fully virtual shareholders' meeting. She is responsible for the smooth operations of investor services, ensuring the standard operating procedures, guidelines and regulations are practiced by all staff. She is currently overseeing three teams of staffs servicing a portfolio of over 120 clients.



**Allen Sii**  
**Senior Manager**  
Investor Services

Allen Sii brings over 15 years of experience in share registration and investor services. He has managed key corporate activities, including mergers, acquisitions, rights issues, and dividend reinvestment plans. During the COVID-19 pandemic, he provided advisory services on shareholder meetings using Tricor's TIH Online platform. With over 10 years in the issuing house sector, Mr. Sii oversees daily operations, liaising with clients, advisors, and authorities, coordinating balloting, and addressing complaints. He has also contributed to process enhancements, such as Computerized Balloting Systems and eRapids, improving efficiency and reducing "time to market." His expertise offers valuable consultation in issuing house and share registration matters.

# Our services

## Share Registration Services

### Registry Management

- Maintain the Register of Members in compliance with the law and providing public access to it as provided by law.
- Perform registration formalities on consolidations, splitting, transfer, transmissions of securities.
- Provide reports on movements of securities, substantial holders, public spread, category of security holders and any kind of statistical reports required from time to time by the Bursa Malaysia Securities or authorities.
- Liaise with Bursa Malaysia Depository Sdn Bhd with regard to matters of the Record of Depositors, crediting or withdrawing of securities into / from the Central Depository System (CDS).
- Handle notice of conversion of warrants / loan stock / share options into shares Security Holder Communications.
- Attend to inquiries from security holders or investors pertaining to their security holdings, corporate exercise entitlements, general meeting.
- Provide timely and effective e-communication services to circulate documents such as notice of meeting, annual reports, prospectus and circulars to security holders via e-mail system.
- Provide a digital platform for security holders to submit their documents electronically to the investee company.

### Corporate Actions

- Provide advisory and consultations to clients pertaining to the implementation of corporate exercises such as bonus issue, rights issue, offer for sale, consolidation / sub-division of shares etc.
- Review corporate exercise documents.
- Attend verification meeting.
- Handle cash payment of dividend, REITS income, interest, capital repayment, etc.
- Implement dividend re-investment plan (DRP).
- Manage Employee Share Scheme.
- Implement redemption/expiry of non-equities such as loan stock, ICPS, and warrants.

## Company Restructuring

- Provide special and tailor-made services for restructuring projects such as scheme of arrangement, privatisation, general offer / cash offer, capital reduction, merger and take-over.

## General Meeting

- Despatch notice of meeting.
- Provide facilities for communication with security holder via electronic means.
- Provide a digital platform for security holders to submit the proxy form electronically and request hardcopy of annual report.
- Process proxy forms received via hardcopy and electronic submission and furnish a pre-meeting proxy votes analysis.
- Verify eligibility and register shareholders / proxies attendance, furnish real time status of attendance.
- Distribute door gifts / food vouchers / parking ticket.
- Provide poll administrator services for the conduct of poll voting.
- Provide / independent scrutineer services.
- Provide virtual meetings services, live streaming of meeting proceedings and online remote voting.



# Issuing House Services

## Pre-Launch Prospectus

- Attend Due Diligence Meeting for the preparation of prospectus.
- Advise on the timeline for initial public offering (“IPO”).
- Review and advise on the procedures of the IPO application and the format and contents of the application form.
- Open and manage bank account to receive IPO funds.
- Provide briefing to employees on procedures to subscribe IPO shares.
- Attend to all enquiries from the general public.

## Opening of Application

- Distribute IPO application forms and prospectus.
- Receive, sort, label and tabulate the IPO application forms daily and report on the status of application.
- Handling the application from MITI investors.

## Closing of Application and Listing

- Receive report from financial institutions on status of electronic share application (“ESA”) and Internet Share Application (“ISA”).
- Consolidate applications received via forms with ESA / ISA with the application via forms and furnish status of applications received.
- Conduct basis meeting and recommend basis of balloting of applications to issuer.

- Conduct balloting of applications ceremony.
- Provide assistance to external auditors to verify balloting processes.
- Issue press release on applications received.
- Process successful application, bank cheques into bank account and allot securities for employees/directors, private placement, public and Bumiputra investors.
- Co-ordinate with Bursa Malaysia Depository Sdn Bhd (“BMD”) to verify successful applicants’ data and to credit securities into applicants’ CDS accounts.
- Co-ordinate with share registrar to issue certificates for the new securities allotted and forward to BMD.
- Issue and despatch notice of allotment to successful applicants.
- Furnish the required documents, statistical reports and confirmation letters to the adviser for listing on Bursa Malaysia Securities Bhd.
- Provide data of unsuccessful applications and partial successful applications applied via ESA and ISA to financial institutions to enable refund of application moneys electronically.
- Refund excess application monies to partial successful applicants via issuance of bankers’ cheques.
- Publish balloting results in Tricor website, handle enquiries from public and authorities on the status of applications and allotment.



# Our innovations

## TIIH Online e-Services

Is our in-house developed innovation platform to provide electronic services for security holders to participate in corporate exercise/ event and submit their forms in a paperless manner. The digital platform is available for corporate exercises such as:

- Rights Issue (e-Subscription)
- Dividend Reinvestment Plan (e-DRP)
- Proxy Form (e-Proxy)
- Remote Participation for general meeting and online voting (RPV)
- Conversion of non-equity securities (e-Conversion)
- Subscribe to IPO by employees and MITI investors (e-IPO)

Benefits of using the TIIH Online e-Services:

- Instant update of notices of corporate exercises or meeting and convenience of response to participate.
- Instant acknowledgement for forms submitted.
- Global access from anywhere and anytime, averting loss of investment opportunities.
- Instant delivery and assured receipt by share registrars.
- Online payment gateway facility available, convenient, and secured.

## e-Communication with Security Holders

- In-house developed system to provide e-communication service with the ability to transmit high volume of emails at minimal queuing time.
- Creating email notification templates communicating on subjects such as, notice of meeting, allotment of securities, distribution of dividend in specie, election of dividend reinvestment plan, crediting of cash payment, etc.
- Send emails to security holders and track all email deliveries.
- Provide report of email notification delivery.
- Identify undelivered e-mails and send hard copy notification letter to the affected security holder.

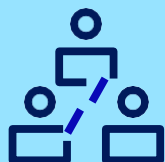
## Tricor e-Vote App

- Is our in-house developed mobile application, designed to conduct poll voting at general meeting electronically.
- Easily available for download onto smartphone or tablet from Google Play Store or Apple App Store.
- Voter will access to Tricor e-Vote App with a passcode issued upon registration.
- Provides options to conduct e-voting on all resolutions simultaneously or on one resolution at a time.
- System to verify all votes casted against data base to provide a real-time instantaneous results.



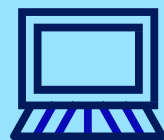
# Our experience

## Share Registration Services



### Securities Holders Meeting - Physical

1. AirAsia X Bhd
2. Axiata Group Bhd
3. Bursa Malaysia Bhd
4. Digi.Com Bhd
5. Malayan Banking Bhd
6. Public Bank Bhd
7. Sime Darby Bhd



### Remote Participation and Voting (RPV) - Virtual Meeting

1. Axiata Group Bhd
2. British American Tobacco (M) Bhd
3. Bursa Malaysia Bhd
4. Duopharma Biotech Bhd
5. Malayan Banking Bhd
6. Malaysia Building Society Bhd
7. PETRONAS Dagangan Bhd
8. PETRONAS Chemicals Group Bhd
9. Public Bank Bhd



### Electronic Poll Voting

1. AirAsia X Bhd
2. Axiata Group Bhd
3. Boustead Holdings Bhd
4. Bursa Malaysia Bhd
5. Digi.Com Bhd
6. Malaysia Building Society Bhd
7. Public Bank Bhd
8. Sime Darby Bhd



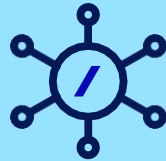
### Corporate Exercise - Rights Issue / Offer for Sale

1. Axiata Group Bhd
2. Genting Group of Companies
3. IOI Corporation Bhd
4. Public Bank Bhd
5. Resorts World Ltd
6. YTL Power International Bhd
7. Sunway Berhad



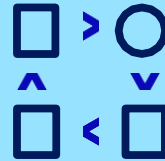
### Corporate Exercise – Dividend Reinvestment Plan (DRP)

1. Axiata Group Bhd
2. Malayan Banking Bhd
3. Malaysia Building Society Bhd
4. Sime Darby Bhd
5. SP Setia Bhd
6. UOA Development Bhd



### Corporate Exercise – General Offer

1. IGB Corporation Bhd
2. Maika Holdings Bhd
3. PBB Oil Palms Bhd
4. Titan Chemicals Corp Sdn Bhd
5. YTL Cement Bhd



### Corporate Exercise – Capital Repayment / Restructuring

1. ECM Libra Financial Group Bhd
2. Sime Darby Bhd
3. Unico Holdings Bhd



### e-Communication

1. Affin Bank Bhd
2. Axiata Group Bhd
3. Bursa Malaysia Bhd
4. Digi.Com Bhd
5. Duopharma Biotech Bhd
6. Genting Malaysia Bhd
7. Malayan Banking Bhd
8. Malaysia Building Society Bhd
9. Pharmaniaga Bhd
10. Public Bank Bhd
11. Sime Darby Property Bhd

# Our experience

## Issuing House Services

Our more notable achievements were our successful handling of mega IPOs, which amongst others, include Petronas Dagangan Berhad, Telekom Malaysia Berhad, Petronas Gas Berhad, Tenaga Nasional Berhad, PLUS Expressways Berhad, Malaysian Airline System Berhad, KLCC Property Holdings Berhad, Titan Chemicals Corp Berhad, Sunway REIT, CapitaMalls Malaysia Trust, MSM Malaysia Holdings Berhad, etc.

### IPO - 2024

1. KJTS Group Berhad
2. HE Group Berhad
3. TSA Group Berhad
4. WENTEL Engineering Holdings Berhad
5. Alpha IVF Group Berhad
6. ZANTAT Holdings Berhad
7. SBH Marine Holdings Berhad
8. Keyfield International Berhad
9. TOPMIX Berhad
10. MKH Oil Palm (East Kalimantan) Berhad
11. Farm Price Holdings Berhad
12. Sin-Kung Logistics Berhad
13. Feytech Holdings Berhad
14. SMART Asia Chemical Berhad
15. Kawan Renergy Berhad
16. KTI Landmark Berhad
17. Agricore CS Holdings Berhad
18. UUE Holdings Berhad
19. GO Hub Capital Berhad
20. BWYS Group Berhad

### IPO – 2024 contd

21. Sik Cheong Berhad
22. Elridge Energy Holdings Berhad
23. Steel Hawk Berhad
24. Solar District Cooling Group Berhad
25. Sorento Capital Berhad
26. OB Holdings Berhad
27. 3REN Berhad
28. Mega Fortris Berhad
29. Azam Jaya Berhad
30. Life Water Berhad
31. Cropmate Berhad
32. TMK Chemical Berhad
33. TOPVISION Eye Specialist Berhad
34. Vanzo Holdings Berhad

### IPO – 2023

1. DS Sigma Holdings Berhad
2. Nationgate Holdings Berhad
3. Wellspire Holdings Berhad
4. Vestland Berhad
5. TTV Vision Holdings Berhad
6. Cape EMS Berhad
7. Cloudpoint Technology Berhad
8. Radium Development Berhad
9. Synergy House Berhad
10. Skyworld Development Berhad
11. Daythree Digital Berhad
12. DC Healthcare Holdings Berhad
13. KGW Group Berhad
14. Glostrex Berhad
15. Mercury Securities Group Berhad
16. Evergreen Max Cash Capital Berhad
17. SSF Home Group Berhad
18. Minox International Group Berhad
19. Panda Eco System Berhad
20. SPE Technology Berhad

## **IPO - 2022**

1. Coraza Integrated Technology Berhad
2. Senheng New Retail Berhad
3. SIAB Holdings Berhad
4. Farm Fresh Berhad
5. Pappajack Berhad
6. Cengild Medical Berhad
7. Yew Lee Pacific Group Berhad
8. LGMS Berhad
9. SFP Tech Holdings Berhad
10. YX Precious Metals Berhad
11. Orgabio Holdings Berhad
12. Seng Fong Holdings Berhad
13. Infoline Tech Group Berhad
14. Ecoscience International Berhad
15. Unique Fire Holdings Berhad
16. PT Resources Holdings Berhad
17. Cosmos Technology Berhad
18. Infomina Berhad
19. ITMax System Berhad

## **IPO - 2021**

1. Mobilia Holdings Berhad
2. Teladan Setia Group Berhad
3. Flexdynamic Holdings Berhad
4. Volcano Berhad
5. Pekat Group Berhad
6. Nestcon Berhad
7. Ramssol Group Berhad
8. CTOS Digital Berhad
9. Haily Group Berhad
10. CEKD Berhad
11. Ecomate Holdings Berhad
12. Aurelius Technologies Berhad
13. Swift Haulage Berhad

## **IPO - 2020**

1. Powerwell Holdings Berhad
2. ACO Group Berhad
3. Ocean Vantage Holdings Berhad
4. Samaiden Group Berhad
5. Econframe Berhad
6. Mr D.I.Y. Group (M) Berhad

## **IPO - 2019**

1. Gagasan Nadi Cergas Berhad
2. Leong Hup International Berhad
3. HPMT Holdings Berhad
4. Mestron Holdings Berhad
5. UWC Berhad
6. I-Stone Group Berhad
7. Tashin Holdings Berhad
8. MTAG Group Berhad
9. SDS Group Berhad
10. Spring Art Holdings Berhad
11. Solarvest Holdings Berhad

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### About Vistra

Here at Vistra, **our purpose is progress**. As a close ally to our clients, our role is to remove the friction that comes from the complexity of global business. We partner with companies and private capital managers along the corporate and private capital lifecycle. From HR to tax and from legal entity management to regulatory compliance, we quietly fix the operational and administrative frustrations that hamper business growth. With over 9,000 experts in more than 50 markets, we can accelerate progress, improve processes and reduce risk, wherever your ambition takes you.

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