



**SPRITZER BHD 199301010611 (265348-V)**  
(Incorporated in Malaysia)

**NOTICE OF TWENTY-SEVENTH ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** THAT the Twenty-Seventh (27<sup>th</sup>) Annual General Meeting ("AGM") of Spritzer Bhd ("Spritzer" or "Company") will be held at Ground Floor Function Room, Flemington Hotel of No. 1, Jalan Samanea Saman, 34000 Taiping, Perak Darul Ridzuan on Tuesday, July 28, 2020 at 10.30 a.m. for the transaction of the following business:-

**ORDINARY BUSINESS**

- To receive the Audited Financial Statements for the financial year ended December 31, 2019 and the Reports of the Directors and Auditors thereon.  
*Please refer to Explanatory Note 1*
- To declare a first and final dividend of 4.5 sen per share, under the single tier system, in respect of the financial year ended December 31, 2019. **Resolution 1**
- To re-elect the following Directors who retire by rotation in accordance with Article 85 of the Company's Constitution and, being eligible, offer themselves for re-election:-  
(i) Dato' Lim A Heng @ Lim Kok Cheong, DPMP, JSM, JP **Resolution 2**  
(ii) Dato' Lim Kok Boon, DPMP **Resolution 3**  
(iii) Lam Sang **Resolution 4**
- To approve the payment of Directors' fees in respect of the financial year ended December 31, 2019. **Resolution 5**
- To approve the payment of benefits up to RM760,000 to the Non-Executive Directors from July 29, 2020 until the next AGM of the Company. **Resolution 6**
- To re-appoint Deloitte PLT as Auditors of the Company and to authorise the Directors to fix their remuneration. **Resolution 7**

**SPECIAL BUSINESS**

To consider and if thought fit, to pass the following resolutions with or without modifications:-

**Ordinary Resolutions**

- Authority to issue shares pursuant to Sections 75 and 76 of the Companies Act 2016  
"THAT pursuant to Sections 75 and 76 of the Companies Act 2016, the Constitution of the Company and subject to the approvals of the relevant governmental and/or regulatory authorities, the Directors be and are hereby empowered to issue shares of the Company, from time to time, upon such terms and conditions, for such purposes and to such persons whomsoever as the Directors may, in their absolute discretion, deem fit, provided that the aggregate number of shares issued does not exceed ten per cent (10%) of the total number of issued shares of the Company for the time being, and that such authority shall continue to be in force until the conclusion of the next AGM of the Company" **Resolution 8**
- Proposed Renewal of Existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("**Proposed Shareholders' Mandate**")  
"THAT approval be and is hereby given to the Company and its subsidiary companies to enter into recurrent related party transactions of a revenue or trading nature which are necessary for the Group's day-to-day operations as set out in Section 2.4 of Part A of the Circular/Statement to Shareholders dated June 29, 2020 subject to the followings:-  
(i) the transactions are carried out in the ordinary course of business and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not to the detriment of the minority shareholders of the Company; and  
(ii) disclosure is made in the annual report of the aggregate value of transactions conducted pursuant to the Proposed Shareholders' Mandate during the period with a breakdown of the aggregate value of the recurrent transactions based on the following information:-  
(a) the type of the recurrent transactions made; and  
(b) the names of the related parties involved in each type of the recurrent transactions and their relationship with the Company.  
AND THAT such approval shall continue to be in force until:-  
(i) the conclusion of the next AGM of the Company, at which time it will lapse, unless by a resolution passed by the shareholders of the Company in a general meeting, the authority is renewed; or  
(ii) the expiration of the period within which the next AGM of the Company is required to be held pursuant to Section 340(2) of the Companies Act 2016 (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act 2016); or  
(iii) revoked or varied by a resolution passed by the shareholders of the Company in a general meeting, whichever is the earliest.  
AND THAT the Directors be and are hereby authorised to complete and do all such acts and things as they may deemed necessary or expedient to give full effect to the Proposed Shareholders' Mandate." **Resolution 9**

**Proposed Renewal of Authority to Purchase its Own Shares by Spritzer Bhd**

- "THAT, subject always to the Companies Act 2016, the provisions of the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Listing Requirements**") and the approvals of all relevant governmental and/or regulatory authorities, the Company be and is hereby authorised, to the extent permitted by law, to buy-back and/or hold such amount of shares as may be determined by the Directors of the Company from time to time through Bursa Malaysia Securities Berhad ("**Bursa Securities**") upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company provided that:-  
(i) The aggregate number of shares bought-back and/or held does not exceed ten per cent (10%) of the total number of issued shares of the Company at any point of time;  
(ii) The maximum amount to be allocated for the buy-back of the Company's own shares shall not exceed the retained profits of the Company; and  
(iii) Upon completion of buy-back by the Company of its own shares, the Directors of the Company are authorised to deal with the shares so bought-back in any of the following manners:-  
(a) cancel the shares so purchased; or  
(b) retain the shares so purchased as treasury shares and held by the Company; or  
(c) retain part of the shares so purchased as treasury shares and cancel the remainder, and the treasury shares may be distributed as dividends to the shareholders of the Company and/or resold on Bursa Securities and/or subsequently cancelled or any combination of the three.  
AND THAT the authority conferred by this resolution shall commence upon the passing of this resolution until:-  
(i) the conclusion of the next AGM of the Company following the AGM at which such resolution was passed at which time it will lapse unless by an ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions; or  
(ii) the expiration of the period within which the next AGM after that date is required by law to be held; or  
(iii) revoked or varied by an ordinary resolution passed by the shareholders of the Company in a general meeting, whichever occurs first.  
AND THAT authority be and is hereby unconditionally and generally given to the Directors of the Company to take all such steps as are necessary or expedient (including without limitation, the opening and maintaining of central depository account(s) under the Securities Industry (Central Depositories) Act 1991, and the entering into of all other agreements, arrangements and guarantee with any party or parties) to implement, finalise and give full effect to the aforesaid buy-back with full power to assent to any conditions, modifications, revaluations, variations and/or amendments (if any) as may be imposed by the relevant authorities and with full power to do all such acts and things thereafter (including without limitation, the cancellation or retention as treasury shares of all or any part of the shares bought-back) in accordance with the Companies Act 2016, the provisions of the Constitution of the Company, the Listing Requirements and all other relevant governmental and/or regulatory authorities." **Resolution 10**

**Retention of Independent Non-Executive Directors**

- "THAT authority be and is hereby given to Dato' Ir. Nik Mohamad Pena bin Nik Mustapha, who has served as the Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, be retained as an Independent Non-Executive Director of the Company." **Resolution 11**
- "THAT authority be and is hereby given to Dato' Mohd Adhan bin Kechik, who has served as the Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, be retained as an Independent Non-Executive Director of the Company." **Resolution 12**
- "THAT authority be and is hereby given to Dato' Sri Kuan Khian Leng, who has served as the Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, be retained as an Independent Non-Executive Director of the Company." **Resolution 13**
- To transact any other business of which due notice shall have been given in accordance with the Companies Act 2016 and the Company's Constitution.

**NOTICE OF DIVIDEND ENTITLEMENT AND PAYMENT**

**NOTICE IS ALSO HEREBY GIVEN** THAT a first and final dividend of 4.5 sen per share, under the single tier system, in respect of the financial year ended December 31, 2019, subject to the approval of the shareholders at the 27<sup>th</sup> AGM will be paid on August 18, 2020 to Depositors whose names appear in the Record of Depositors at the close of business on August 4, 2020.

A Depositor shall qualify for entitlement to the dividends only in respect of:-

- Shares transferred into the Depositor's Securities Account before 4.00 p.m. on August 4, 2020 in respect of transfers; and
- Shares bought on Bursa Securities on a cum entitlement basis according to the Rules of Bursa Securities.

By Order of the Board

**SOW YENG CHONG**  
SSM PC No. 202008002172  
(MIA 4122)

**TAN BOONTING**  
SSM PC No. 202008002254  
(MAICSA 7056136)  
Company Secretaries

Ipo, Perak Darul Ridzuan  
June 29, 2020

**IMPORTANT NOTICE**

The Securities Commission Malaysia ("SC") had on April 18, 2020 (revised on June 11, 2020) issued a Guidance and FAQs on the Conduct of General Meetings for Listed Issuers ("SC Guidance"). The Malaysian National Security Council had on June 16, 2020 issued a Standard Operation Procedures ("SOP") for government and private events, including meetings. Please refer to our Administrative Guide for details, which has incorporated the provisions of the SC.

**You are requested to read and adhere to the Administrative Details which can be downloaded from the Company's website or announcement via Bursa Securities' website.**

**Notes:-**

**1. Appointment of Proxy**

- In respect of deposited securities, only Members whose name appears on the Record of Depositors as at July 21, 2020 shall be entitled to attend the Meeting or appoint proxies to attend and/or vote on his behalf.
- A Member entitled to attend and vote at the Meeting is entitled to appoint not more than two (2) proxies to attend and vote on his behalf. A proxy may but need not be a Member of the Company. A proxy appointed to attend and vote at the Meeting shall have the same rights as the Member to speak at the Meeting.
- Where a Member appoints more than one (1) proxy, such appointment shall be invalid unless he specifies the proportions of his shareholding to be represented by each proxy.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or, if the appointor is a corporation, either under the corporation's common seal or under the hand of an attorney.
- Where a Member is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it hold.
- The instrument appointing a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than twenty-four (24) hours before the time appointed for holding the Meeting at which the person named in the appointment proposes to vote.  
(a) In the case of an appointment made in hard copy form, the proxy form must be deposited with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn Bhd of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.  
(b) In the case of electronic appointment, the proxy form must be deposited via TIH Online at <https://tih.online> (applicable to individual shareholders only). Procedures for electronic submission of proxy form can be found in Administrative Guides for the 27<sup>th</sup> AGM.
- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Securities, all the Resolutions set out in the Notice will be put to vote by poll.

**2. Explanatory Notes on Ordinary Business**

**Note 1**

This agenda item is intended for discussion only as under Section 340(1)(a) of the Companies Act 2016, the Audited Financial Statements do not require formal approval of shareholders. As such, this agenda item will not be put forward for voting.

**3. Explanatory Notes on Special Business**

**Ordinary Resolutions**

**Resolution 8 – Authority to issue shares pursuant to Sections 75 and 76 of the Companies Act 2016**

The proposed Resolution 8, if passed, will give a renewed mandate to the Directors of the Company, from the date of the forthcoming AGM, the authority to allot and issue ordinary shares of the Company up to an amount not exceeding ten per cent (10%) of the Company's total number of issued shares for purpose of funding the working capital or strategic development of the Group. This would eliminate any delay arising from and cost involved in convening a general meeting to obtain approval of the shareholders for such issuance of shares. This authority, unless revoked or varied by the Company at a general meeting, will expire at the conclusion of the next AGM of the Company.

As at the date of this Notice, no new shares in the Company were issued pursuant to the mandate granted to the Directors at the last AGM held on May 30, 2019 which will lapse at the conclusion of the forthcoming AGM.

**Resolution 9 – Proposed Shareholders' Mandate**

The proposed Resolution 9, if passed, will authorise the Company and its subsidiary companies to enter into recurrent related party transactions of a revenue or trading nature in the ordinary course of business.

**Resolution 10 – Proposed Renewal of Authority to Purchase its Own Shares**

The proposed Resolution 10, if passed, will empower the Company to purchase its own shares up to ten per cent (10%) of the total number of issued shares of the Company at any given point in time through Bursa Securities.

**Resolutions 11 to 13 – Retention of Independent Non-Executive Directors**

The proposed Resolutions 11, 12 and 13 relate to the approval by shareholders for Dato' Ir. Nik Mohamad Pena bin Nik Mustapha, Dato' Mohd Adhan bin Kechik and Dato' Sri Kuan Khian Leng to continue in office as Independent Non-Executive Directors. The full details of the Board's justifications and recommendations for the retention of the three (3) Directors as Independent Non-Executive Directors are set out in the Corporate Governance Overview Statement in this Annual Report. The Board has recommended that the approval of the shareholders be sought via a two-tier voting process for the retention of Dato' Ir. Nik Mohamad Pena bin Nik Mustapha, Dato' Mohd Adhan bin Kechik and Dato' Sri Kuan Khian Leng as the Independent Non-Executive Directors of the Company.

Please refer to the Circular/Statement to Shareholders dated June 29, 2020 for further information on Resolutions 9 and 10.

**4. Poll Voting**

Pursuant to Paragraph 8.29A(1) of the Listing Requirements, all the Resolutions set out in this Notice will be put to vote by poll.

**SPRITZER BHD**Registration No 199301010611 (265348-V)  
(Incorporated in Malaysia)**FORM OF PROXY**

Number of shares held	
CDS Account Number	

I/We, ..... Tel: .....  
(Full name, NRIC No or Company No)of .....  
(Address)being a member of **SPRITZER BHD**, hereby appoint:

Full Name (in Block)	NRIC/Passport No	Proportion of Shareholdings	
		No of Shares	%
Address			

\* and/or

Full Name (in Block)	NRIC/Passport No	Proportion of Shareholdings	
		No of Shares	%
Address			

or failing him, the Chairperson of the Meeting, as \*my/our proxy/proxies to vote for \*me/us and on \*my/our behalf at the Twenty-Seventh Annual General Meeting of the Company to be held on Tuesday, July 28, 2020 at 10.30 a.m. at Ground Floor Function Room, Flemington Hotel of No 1, Jalan Samanea Saman, 34000 Taiping, Perak Darul Ridzuan, and at any adjournment thereof, and to vote as indicated below:

RESOLUTION	DESCRIPTIONS	FOR	AGAINST
<b>ORDINARY BUSINESS</b>			
1	To declare a first and final dividend		
2	To re-elect Dato' Lim A Heng @ Lim Kok Cheong as Director		
3	To re-elect Dato' Lim Kok Boon as Director		
4	To re-elect Lam Sang as Director		
5	To approve the payment of Directors' fees		
6	To approve the payment of benefits to Non-Executive Directors from July 29, 2020 until the next AGM of the Company		
7	To re-appoint Deloitte PLT as Auditors of the Company and to authorise the Directors to fix their remuneration		
<b>SPECIAL BUSINESS</b>			
8	To authorise the Directors to issue shares pursuant to Sections 75 and 76 of the Companies Act 2016		
9	To approve the Proposed Shareholders' Mandate		
10	To approve the Proposed Renewal of Authority to Purchase its Own Shares by Spritzer Bhd		
11	Retention of Dato' Ir Nik Mohamad Pena bin Nik Mustapha as an Independent Non-Executive Director		
12	Retention of Dato' Mohd Adhan Bin Kechik as an Independent Non-Executive Director		
13	Retention of Dato' Sri Kuan Khian Leng as an Independent Non-Executive Director		

\* Please indicate with an "X" in the space provided whether you wish your votes to be cast for or against the resolutions. If no specific direction as to voting is given, your proxy will vote or abstain from voting at his discretion.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature^  
Member

\* Delete whichever is inapplicable

^ Manner of execution:

- (a) If you are an individual member, please sign where indicated.  
 (b) If you are corporate member which has a common seal, this proxy form should be executed under common seal in accordance with the constitution of your corporation.  
 (c) If you are a corporate member which does not have a common seal, this proxy form should be affixed with the rubber stamp of your company (if any) and executed by:  
 (i) at least two (2) authorised officers, one (1) of whom shall be a director; or  
 (ii) any director and/or authorised officers in accordance with the laws of the country under which your corporation is incorporated.

**Notes:**

- (i) In respect of deposited securities, only Members whose name appears on the Record of Depositors as at July 21, 2020 shall be entitled to attend the Meeting or appoint proxies to attend and/or vote on his behalf.
- (ii) A Member entitled to attend and vote at the Meeting is entitled to appoint not more than two (2) proxies to attend and vote on his behalf. A proxy may but need not be a Member of the Company. A proxy appointed to attend and vote at the Meeting shall have the same rights as the Member to speak at the Meeting.
- (iii) Where a Member appoints more than one (1) proxy, such appointment shall be invalid unless he specifies the proportions of his shareholding to be represented by each proxy.
- (iv) The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or, if the appointor is a corporation, either under the corporation's common seal or under the hand of an attorney.
- (v) Where a Member is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it hold.
- (vi) The instrument appointing a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than twenty-four (24) hours before the time appointed for holding the Meeting at which the person named in the appointment proposes to vote.
  - (a) In the case of an appointment made in hard copy form, the proxy form must be deposited with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn Bhd of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
  - (b) In the case of electronic appointment, the proxy form must be deposited via TIH Online at <https://tiah.online> (applicable to individual shareholders only). Procedures for electronic submission of proxy form can be found in Administrative Guides for the 27<sup>th</sup> AGM.
- (vii) Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all the Resolutions set out in the Notice will be put to vote by poll.

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STAMP

**The Share Registrar**  
**Tricor Investor & Issuing House Services Sdn Bhd**  
Unit 32-01, Level 32, Tower A  
Vertical Business Suite  
Avenue 3, Bangsar South  
No 8, Jalan Kerinchi  
59200 Kuala Lumpur  
Malaysia

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**SPRITZER BHD**  
**Registration No. 199301010611 (265348-V)**  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDES FOR THE 27<sup>TH</sup> ANNUAL GENERAL MEETING (“27<sup>TH</sup> AGM”)**

Date and Time : July 28, 2020, Tuesday at 10.30 a.m.  
Venue : Ground Floor Function Room, Flemington Hotel  
No 1, Jalan Samanea Saman, 34000 Taiping, Perak Darul Ridzuan,  
Malaysia

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Dear Shareholders of Spritzer Bhd (“Spritzer” or the “Company”)

Further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia as revised on June 11, 2020, please find the additional guidance below on the requirements and method of participating in the 27<sup>th</sup> AGM:

**PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING**

1. Shareholders are required to register ahead of the 27<sup>th</sup> AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.
2. Please do read and follow the following procedures to pre-register your physical attendance at the 27<sup>th</sup> AGM via the TIH Online website at <https://tiih.online>:
  - Login in to TIH Online website with your user name (i.e. e-mail address) and password under the “e-Services”. If you have not registered as a user of TIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
  - Select the corporate event: “**(REGISTRATION) SPRITZER AGM**”.
  - Read and agree to the Terms & Conditions and confirm the Declaration.
  - Select “Register for Physical Attendance at Meeting Venue”.
  - Review your registration and proceed to register.
  - System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
  - After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after July 26, 2020 to approve or reject your registration to attend physically at the Meeting Venue.
3. Please note that only a depositor whose name appears on the Record of Depositor as at **July 21, 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 27<sup>th</sup> AGM.

## PROXY

If you wish to exercise your right to vote but you are unable to attend the 27<sup>th</sup> AGM, you can appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.

You may submit your proxy form to Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than twenty-four (24) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

You may also submit the proxy form electronically via **TIIH Online** website at <https://tiih.online> no later than Monday, July 27, 2020 at 10.30 a.m. Please do read and follow the procedures below to submit proxy form electronically.

### ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li><li>• Select the corporate event: “Submission of Proxy Form”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print proxy form for your record.</li></ul>

## **REGISTRATION AT THE 27<sup>TH</sup> AGM**

1. Registration will commence at 9.30 a.m. and will end at a time directed by the Chairman of the Meeting. Shareholders are encouraged to be punctual.
2. In view of the Coronavirus Disease (Covid-19) pandemic, your safety remains our utmost priority. The precautionary and safety measures applicable to all attendees are as follows:
  - a) all attendees are required to download MySejahtera app
  - b) to practice safe distancing
  - b) to fill up nCOV19 declaration form from Flemington Hotel
  - c) to go through temperature check
  - d) to sanitize hands
  - e) to wear mask at all times
3. Please present your original national identity card (IC)/passport during registration for verification purposes. Upon verification of your IC/passport and signing the Attendance List and subject to conditions as set out in Note 2 above being satisfactory met, you will be given a poll slip.
4. Please note that you will not be allowed to register on behalf of another person even with the original IC/passport of that other person.
5. For precautionary and safety measures, the door to the Meeting Venue will be closed sharp at 10.30 a.m. and all attendees are encouraged to be punctual.
6. As a precautionary measure, the Company reserves the right to change the Meeting arrangements in accordance to the latest directives to be issued related to the COVID-19 including to impose limitation to the number of attendees as set by the authorities, if any, to be physically present at the Meeting venue. The Company also reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures as mentioned in Note 2 above.

## **NO BREAKFAST/REFRESHMENT, DOOR GIFTS OR FOOD VOUCHERS**

To ensure social and physical distancing at the 27<sup>th</sup> AGM in accordance with the guidelines issued by the Ministry of Health in relation to the Covid-19 pandemic, there will be no distribution of breakfast/refreshment, door gifts or food vouchers to shareholders, proxies and invited guests who attend the 27<sup>th</sup> AGM.

## **ENQUIRY**

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

### **Tricor Investor & Issuing House Services Sdn Bhd**

General Line	:	+603-2783 9299	
Fax Number	:	+603-2783 9222	
Email	:	is.enquiry@my.tricorglobal.com	
Contact persons	:	En Zulhafri Bin Abdul Rahman	Tel: 603-2783 9289
		En Ahmad Syafiq	Tel: 603-2783 9248

## ELECTRONIC SUBMISSION OF PROXY FORM VIA TIIH ONLINE






Dear shareholders,

We are pleased to inform that you as a shareholder can have the option to submit your proxy forms by electronic means through our system, TIIH Online (“e-Proxy”).

TIIH Online is an application that provides an online platform for shareholders (*individuals only*) to submit document/form electronically which includes proxy form in paperless form (“e-Submission”). Once you have successfully submitted your e-proxy form, you are no longer required to complete and submit the physical proxy form to the company or Tricor office.









To assist you on how to engage with e-Proxy, kindly read and follow the guidance notes which are detailed below:

### 1. Sign up as user of TIIH Online

-  Using your computer, access our website at <https://tiih.online>
-  Sign up as a user by completing the registration form, registration is free
-  Upload a softcopy of your MyKad (front and back) or your passport
-  Administrator will approve your registration within one working day and notify you via email
-  Activate your account by re-setting your password

- Notes:**
- (i) *If you are already a user of TIIH Online, you are not required to sign up again*
  - (ii) *An email address is allowed to be used once to register as a new user account, and the same email cannot be used to register another user account*
  - (iii) *At this juncture, only individual security holders are offered to register as user and participate in e-Proxy*

### 2. Proceed with submission of e-Proxy

-  After the release of the Notice of Meeting by the Company, login with your user name (i.e. e-mail address) and password
-  Select the corporate event: **“Submission of Proxy Form”**
-  Read and agree to the Terms & Conditions and confirm the Declaration
-  Select/insert the CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf
-  Appoint your proxy(s) or chairman and insert the required details of your proxy(s)
-  Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote
-  Review & confirm your proxy(s) appointment
-  Print e-proxy for your record

Should you need assistance on our e-Submission, please contact us. Thank you.

Tricor Investor & Issuing House Services Sdn Bhd  
Unit 32-01, Level 32, Tower A, Vertical Business Suite,  
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur, Malaysia

Telephone No: 03-27839299  
Fax No: 03-27839222  
E-mail: [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)