

Mesiniaga

MESINIAGA BERHAD

[198101013112 (79244-v)]

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE THIRTY-EIGHT ANNUAL GENERAL MEETING ("38TH AGM") OF MESINIAGA BERHAD ("COMPANY")

Date : 10 September 2020 (Thursday)
Time : 2.30 pm
Venue : Auditorium Ismail Sulaiman, Menara Mesiniaga, 1A Jalan SS16/1
47500 Subang Jaya, Selangor

(I) SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK

The Company takes the well-being of all stakeholders, including employees, members, proxies, customers, suppliers and service providers seriously and precautionary measures will be taken at the 38th AGM in order to minimise the risk of community spread of COVID-19.

As a precautionary measure, you are **NOT ALLOWED** to attend the meeting and to appoint proxy(ies) to attend in your stead, if:-

- a) you are unwell with sore throat, flu, cough, fever, diarrhea and/or shortness of breath; or
- b) you have travel history to high risk countries affected by Covid-19 in the past 14 days; or
- c) you have contact with a person who is confirmed with Covid-19 infection in the past 14 days.

Upon your entry at the meeting venue, mask must be worn at all times and you may be required to undergo a temperature screening. You will not be allowed into the meeting, if your temperature reading is above 37.5°C or you show symptoms of respiratory illness such as sore throat, flu, cough, and/or shortness of breath.

All attendees are advised to keep abreast with the latest news and safety precautions directed by the authorities from time to time. The Company requires all attendees to sanitise their hands before the meeting and adhere to social distancing rules of at least one (1) meter between each attendee throughout the 38th AGM.

(II) PRE-REGISTRATION TO ATTEND THE 38TH AGM

Members and/or proxy holders who wish to attend the Company's 38th AGM in person are required to pre-register 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.

Please follow the following procedures to pre-register your physical attendance at the 38th AGM via Boardroom Smart Investor Portal at <https://boardroomlimited.my> no later than Tuesday, 8 September 2020 at 2:30 p.m.:-

Step	Action
Note	Only a depositor whose name appears on the Record of Depositor as at 3 September 2020 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 38th AGM. If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.

1	<ul style="list-style-type: none"> a) Access Boardroom Smart Investor Portal at https://boardroomlimited.my b) Click <<Login>> and click <<Register>> to sign up as a user c) Complete registration with a VALID email address and upload a copy of your MyKAD (front and back) or Passport. d) An email will be sent to you to verify your email address. e) Once your email address is verified, your registration will be approved within one (1) business day and you will receive an email notification.
2	<ul style="list-style-type: none"> a) Log in to https://boardroomlimited.my b) At left-menu, click on <<PRE-REGISTRATION>> c) Look for “MSNIAGA AGM”, click <<Register>> d) Read and agree to the terms and conditions, click <<Next>> e) Key in your CDS Account Number, click <<Submit>> f) You will receive notification from Boardroom that your request(s) has been received.
3	<ul style="list-style-type: none"> a) Upon system verification against the General Meeting Record of Depositories as at 3 September 2020, you will receive an email either approving or rejecting your pre-registration. b) On the day of the 38th AGM, please present your original MyKAD or Passport to the registration staff for verification against the pre-registration attendance list.

(III) REGISTRATION

Registration counter will be opened at 12.30 p.m. on Thursday, 10 September 2020 at Auditorium Ismail Sulaiman, Menara Mesiniaga, 1A Jalan SS16/1, 47500 Subang Jaya, Selangor Darul Ehsan.

Attendees are requested to produce/show their original Identity Card or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly make sure the original Identity Card or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original Identity Card or Passport of that person.

Upon verification, attendees are required to write their name and sign on the Attendance List placed on the registration table.

Attendees will also be given an identification wristband with personalised passcode for the voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that you lost or misplaced it.

(IV) ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositor as at 3 September 2020 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

(V) APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the 38th AGM on 10 September 2020 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form with the Share Registrar of the Company, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor. Alternatively, you have the option of submitting the proxy form electronically via facsimile at 03-7890 4670. Members are encouraged to appoint the Chairman as their proxy.

The last date and time for lodging the proxy form is on Tuesday, **8 September 2020 at 2.30 p.m.**

(VI) VOTING PROCEDURES

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. All resolutions set out in the Notice of 38th AGM will be put to vote by way of poll. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. The Independent Scrutineers will verify the results of the poll thereafter.

(VII) NO REFRESHMENT, DOOR GIFT(S) OR FOOD VOUCHERS

To ensure social and physical distancing, we will be implementing a contactless procedure throughout the 38th AGM. Hence, there will be no refreshment, door gift(s) or food vouchers provided to members, proxies or invited guests.

(VIII) ENQUIRY

If you have any enquiry prior to the 38th AGM, please contact our Share Registrar during office hours on Mondays to Fridays, from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

Boardroom Share Registrars Sdn. Bhd.

[Registration No. 199601006647 (378993-D)]

Address : 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya, Selangor Darul Ehsan.

General Line : +603-7890 4700

Fax Number : +603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com