

## **ASIA FILE CORPORATION BHD.** (313192-P)

### **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the Twenty-Third Annual General Meeting of shareholders of the Company will be held at Merbah 1 Room, Hotel Equatorial, No. 1, Jalan Bukit Jambul, 11900 Penang on Thursday, 28 September 2017, at 10.00 a.m. for the following purposes:

#### **Agenda**

##### **As Ordinary Business:**

1. To receive the Audited Financial Statements for the year ended 31 March 2017 and the Reports of Directors and Auditors thereon.
2. To re-elect the following Directors who retire pursuant to Article 80 of the Company's Constitution and who, being eligible offer themselves for re-election:
  - (a) Dato' Lim Soon Huat Ordinary Resolution 1
  - (b) Mr. Ng Chin Nam Ordinary Resolution 2
3. To approve a final single tier dividend of 9 sen per ordinary share for the year ended 31 March 2017. Ordinary Resolution 3
4. To approve Directors' Fees of RM256,000 for the year ended 31 March 2017. Ordinary Resolution 4
5. To approve the payment of Directors' Fee and benefits up to RM400,000 for the period commencing 1 April 2017 through to the next Annual General Meeting of the Company. Ordinary Resolution 5
6. To re-appoint Messrs. KPMG PLT as Auditors of the Company and to authorise the Directors to fix their remuneration. Ordinary Resolution 6

##### **As Special Business:**

To consider, and if thought fit, to pass the following Resolutions, with or without modification:

7. **SECTION 76 OF THE COMPANIES ACT, 2016** Ordinary Resolution 7

“THAT pursuant to Section 76 of the Companies Act, 2016 (“the Act”) and subject always to the approval of all the relevant regulatory authorities, the Board of Directors of the Company be and is hereby authorised to issue and allot from time to time such number of ordinary shares of the Company upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, PROVIDED ALWAYS THAT the aggregate number of ordinary shares to be issued pursuant to this resolution does not exceed 10% of the issued share capital of the Company for the time being AND THAT the Directors are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on the Bursa Malaysia Securities Berhad (“Bursa Securities”) AND THAT such authority shall continue to be in force until the conclusion of the next Annual General Meeting (“AGM”) of the Company or the expiration of the period within which the next AGM is required by law to be held or revoked/varied by resolution passed by the shareholders in general meeting whichever is the earlier.”
8. **PROPOSED RENEWAL OF AUTHORITY TO BUY BACK ITS OWN SHARES BY THE COMPANY** Ordinary Resolution 8

“THAT subject to the compliance with all applicable rules, regulations and

orders made pursuant to the Act, provisions of the Constitution of the Company and the requirements of the Bursa Malaysia Securities Berhad (“Bursa Securities”) and any other approvals from all relevant governmental and/or regulatory authorities:

the Directors of the Company be and are hereby authorised to purchase its own Shares through Bursa Securities, subject to the following: -

- (i) The maximum number of ordinary shares which may be purchased and/or held by the Company shall be ten per centum (10%) of the issued and paid-up ordinary share capital of the Company for the time being (“Asia File Shares”);
- (ii) The maximum fund to be allocated by the Company for the purpose of purchasing Asia File Shares shall not exceed the retained profits of the Company which stood at RM20.47 million as at 31 March 2017 based on the audited accounts.
- (iii) The authority conferred by this Resolution will be effective immediately upon the passing of this Resolution and will continue be in force until:
  - a) the conclusion of the next Annual General Meeting of the Company, unless by ordinary resolution passed at the meeting, the authority is renewed, either unconditionally or subject to conditions;
  - b) the expiration of the period within which the next AGM is required by law to be held (unless earlier revoked or varied by ordinary resolution of the shareholders of the Company made before the aforesaid expiry date and, in any event, in accordance with the Listing Requirements of the Bursa Securities or any other relevant authorities;
- (iv) Upon completion of the purchase(s) of the Shares by the Company, the Shares shall be dealt with in the following manner :-
  - a) to cancel the Asia File Shares so purchased; or
  - b) to retain the Asia File Shares so purchased in treasury for distribution as dividend to the shareholders and/or resell on the market of the Bursa Securities; or
  - c) to retain part of the Asia File Shares so purchased as treasury shares and cancel the remainder;
  - d) in such other manner as the Bursa Securities and such other relevant authorities may allow from time to time.

AND THAT the Directors of the Company be and are hereby authorised to take all such steps as are necessary or expedient to implement or to effect the purchase of Asia File Shares.”

9. **RETENTION AS INDEPENDENT DIRECTOR(S)**

Ordinary Resolution 9

“THAT Puan Nurjannah Binti Ali be retained as Independent Director of the Company, in accordance with the Malaysian Code on Corporate Governance 2012 until the conclusion of the next Annual General Meeting.”

10. To transact any other business of which due notice shall have been given.

## DIVIDEND ANNOUNCEMENT

NOTICE IS HEREBY GIVEN that a depositor shall qualify for entitlement to the dividend only in respect of:

- (a) Shares transferred into the depositor's securities account before 4.00 p.m. on 2 October 2017 in respect of ordinary transfers; and
- (b) Shares bought on the Bursa Malaysia Securities Berhad on a cum entitlement basis according to the Rules of the Bursa Malaysia Securities Berhad.

The dividends, if approved will be paid on 26 October 2017 to depositors registered in the Records of Depositors at the close of business on 2 October 2017.

BY ORDER OF THE BOARD

TAI YIT CHAN (MAICSA 7009143)  
ONG TZE-EN (MAICSA 7026537)  
Joint Company Secretaries  
Penang, 31 July 2017

### Notes:

#### 1. Appointment of proxy

- (a) A Member may appoint up to 2 proxies to attend on the same occasion. A proxy may but need not be a Member of the Company. If a Member appoints 2 proxies, the appointments shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- (b) Where a Member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 ("SICDA"), it may appoint up to two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
- (c) Where a Member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) 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 holds.  
  
An exempt authorised nominee refers to an authorised nominee defined under SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA.
- (d) 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 Seal or under the hand of an officer or attorney duly authorised.
- (e) For a proxy to be valid, the Proxy Form duly completed must be deposited at 16, Jalan Impian Emas 4, Taman Impian Emas, 81300 Skudai, Johor, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting or at any adjournment thereof.
- (f) In respect of deposited securities, only a Depositor whose name appears on the Record of Depositors on 19 September 2017 (General Meeting Record of Depositors) shall be eligible to attend the meeting or appoint proxy to attend and/or vote in his/her behalf.

#### 2. Explanatory Notes:

##### (a) Resolution 5 : Payment of Directors' fees and benefits

The proposed Resolution 5, if passed, will facilitate the payment of the Directors' fees and benefits to the Directors for the period commencing 1 April 2017 through the next annual general meeting ("AGM"). Details of the Directors' fees and benefits payable to the Directors for the financial year ended 31 March 2017 are enumerated under the Corporate Governance Statement in the Annual Report 2017.

The Directors' fees and benefits proposed for the period 1 April 2017 up to the next AGM are calculated based on the number of scheduled Board's and Board Committees' meetings. The Board will seek approval from the shareholders at the next AGM in the event the Directors' fees and benefits proposed is insufficient due to an increase in the number of the Board's and Board Committees' meetings and/or increase in the Board size and/or revision to the existing Directors' fees and benefits structure.

(b) **Resolution 7: Section 76 of the Companies Act, 2016**

The proposed Ordinary Resolution 7 is for the purpose of granting a renewed general mandate (“General Mandate”) and if passed, will empower the Directors of the Company, pursuant to Section 76 of the Act, to issue and allot new shares in the Company from time to time provided that the aggregate number of shares issued pursuant to the General Mandate does not exceed 10% of the issued share capital of the Company for the time being. This General Mandate, unless revoked or varied by the Company in general meeting, will expire at the next Annual General Meeting of the Company or the expiration of the period within which the next Annual General Meeting is required by law to be held or revoked/varied by resolution passed by the shareholders in general meeting whichever is the earlier.

As at the date of this Notice, no new shares in the Company were issued pursuant to this mandate granted to the Directors at the last Annual General Meeting held on 27 August 2016 and which will lapse at the conclusion of this Twenty-Third Annual General Meeting.

This General Mandate will provide flexibility to the Company for any possible fund raising activities, including but not limited to further placing of shares, for purpose of funding further investment project(s), working capital and/or acquisitions.

(c) **Resolution 8: Proposed Renewal of Authority To Buy Back Its Own Shares By The Company**

The Ordinary Resolution No. 8, if passed, will allow the Company to purchase its own shares. The total number of shares purchased shall not exceed 10% of the issued share capital of the Company. This authority will, unless revoked or varied by the Company in general meeting, expires at the next Annual General Meeting of the Company.

(d) **Resolution 9: Retention As Independent Director(S)**

The Ordinary Resolution No. 9, if passed, will allow Puan Nurjannah Binti Ali to be retained and continue acting as Independent Director in line with Recommendation 3.3 of the Malaysian Code on Corporate Governance 2012. Full details of the Board’s justifications and recommendation for the retention of Puan Nurjannah Binti Ali are set out under the Corporate Governance Statement in the Company’s 2017 Annual Report.

**Statement Accompanying Notice of Annual General Meeting :**

(Pursuant to Paragraph 8.27(2) of Main Market Listing Requirements) of the Bursa Malaysia Securities Berhad

No individual is standing for election as a Director at the forthcoming Twenty-Third Annual General Meeting of the Company.