

**Nestlé (Malaysia) Berhad**  
Registration No.: 198301015532 (110925-W)  
22-1, 22<sup>nd</sup> Floor, Menara Surian  
No. 1, Jalan PJU 7/3, Mutiara Damansara  
47810 Petaling Jaya, Selangor, Malaysia  
Tel : (603) 7965 6000  
Fax : (603) 7965 6757  
Website : www.nestle.com.my



23 April 2020

To: **Valued Shareholders of Nestlé (Malaysia) Berhad,**

**RE: NOTIFICATION TO SHAREHOLDERS OF THE FULLY VIRTUAL 36<sup>TH</sup> ANNUAL GENERAL MEETING OF NESTLÉ (MALAYSIA) BERHAD (THE “COMPANY”).**

On 1 April 2020, the Company had announced that its 36<sup>th</sup> Annual General Meeting (“AGM”) is scheduled to be held on 30 April 2020

In view of the current COVID-19 pandemic, the Board of Directors (“Board”) has decided that the AGM of the Company shall be held fully virtual and entirely via Remote Participation and Voting (“RPV”) on 30 April 2020, as scheduled.

Details of the AGM on **Thursday, 30 April 2020 at 10.00 a.m.** shall remain unchanged, save for the broadcast venue, as follows:

**Broadcast Venue** : **Nestlé (Malaysia) Berhad**  
**22-1, 22<sup>nd</sup> Floor, Menara Surian**  
**No. 1, Jalan PJU 7/3, Mutiara Damansara**  
**47810 Petaling Jaya, Selangor**

Do note that the broadcast venue is strictly for the purpose of compliance with Section 327 (2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the AGM and in accordance with Article 59 of the Company’s Constitution which allows a general meeting to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ right to speak and vote at the general meeting. NO SHAREHOLDERS from the public should be physically present nor admitted at the broadcast venue on the day of the AGM.

Please also take note of the following administrative changes.

#### **AMENDMENTS TO THE ADMINISTRATIVE DETAILS OF THE AGM**

#### **PROXY**

If a Shareholder is not able to participate in the AGM via RPV facilities, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Please submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) , no later than Tuesday, 28 April 2020 at 10.00 a.m. The proxy appointment may also be lodged electronically via Tricor’s TIIH Online at <https://tiih.online>.

For individual shareholders who have previously submitted proxy forms appointing persons other than the Chairman as their proxies, as no shareholders can be physically admitted to the broadcast venue, we will use the provision in the proxy form which has designated the Chairman as the proxy to be the authorised person to vote for you. As such, you may opt to allow the appointment to remain with the proxy holder, now being the Chairman. Unless if we otherwise hear from you, we will deem that you have no objections to the said arrangement and we will instruct the poll administrators accordingly. Alternatively, should you wish to personally participate remotely in the AGM, kindly register your intention to participate via Tricor's TIH Online at <https://tiih.online>. Please note that upon your registration to personally participate remotely in the AGM, your proxy appointment which now designates the Chairman as the proxy, will be deemed revoked.

### **CORPORATE MEMBERS**

Corporate Members that wish to appoint a representative to participate and vote remotely at the AGM must contact Tricor and will be required to provide the original certificate of appointment of its Corporate Representative executed in accordance with its Company's Constitution or the Companies Act 2016, a copy of the Corporate Representative's MyKad (front and reverse), e-mail address and handphone number to Tricor not later than Tuesday, 28 April 2020 at 10.00 a.m. Tricor shall respond to you on your request for remote participation.

### **NOMINEE COMPANIES**

In respect of Nominee Companies registered as Shareholders, the beneficiary of the shares held under a Nominee Company's CDS account who wishes to use the RPV facilities and join the AGM remotely can request his/her Nominee Company to appoint him/her as a proxy to participate and vote remotely in the AGM. You must contact Tricor and will be required to provide a copy of the proxy's MyKad (front and reverse), email address and hand-phone number in addition to the duly executed proxy form to Tricor not later than Tuesday, 28 April 2020 at 10.00 a.m. Tricor shall respond to you on your request for remote participation.

### **SHAREHOLDERS' RIGHT TO SPEAK**

If you have any question for the Chairman/Board during the AGM, you may use the query box facility to transmit your question. The Chairman/Board will try to respond to relevant questions during the Questions and Answers Session. If there is time constraint, the responses will be e-mailed to you at the earliest possible after the AGM.

Alternatively, you may also send your questions for the AGM to any of the following email addresses:-

1. Investor Relations : [InvestorRelations.Malaysia@MY.nestle.com](mailto:InvestorRelations.Malaysia@MY.nestle.com)
2. Company Secretary : [CompanySecretary.Nestle@my.nestle.com](mailto:CompanySecretary.Nestle@my.nestle.com)

The collection of questions will be closed at the same time as the proxy submission i.e. not later than Tuesday, 28 April 2020 at 10.00 a.m. We will endeavour to respond to relevant questions during the Questions and Answers Session or by email after the AGM.

If you have any general queries prior to the AGM, please contact the Share Registrar, Tricor during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Tricor Investor & Issuing House Services Sdn. Bhd.  
(Registration No.: 197101000970 (11324-H))  
Unit 32-01, Level 32, Tower A  
Vertical Business Suite, Avenue 3, Bangsar South  
No.8 Jalan Kerinchi  
59200 Kuala Lumpur

Telephone	:	General	+603 2783 9299
		Ms. Lim Lay Kiow	+603 2783 9232
		Ms. Siti Zalina	+603 2783 9247
Fax	:	General	+603 2783 9222
Email	:	<a href="mailto:is.enquiry@my.tricorlobal.com">is.enquiry@my.tricorlobal.com</a>	

**PARKING, REGISTRATION, HELPDESK, FIRST AID AND PERSONAL BELONGINGS**

As the AGM will be fully virtual and entirely via RPV, effectively all references to the above subject matters in the Administrative Details are removed in its entirety.

Save and except for the abovementioned amendments, all other matters raised in the Administrative Details previously issued remain unchanged.

In view of the current unprecedented situation, the Company has the right to make changes to the administration and organisation of the AGM as it deems necessary.

Ensuring the health and safety of our employees, families, consumers and shareholders remains our priority.

Inspite of the unusual circumstances of the AGM, we look forward to connecting with you via the RPV facilities on the day of the AGM.

We thank you for your continued support to the Company.

BY ORDER OF THE BOARD

**TENGGU IDA ADURA TENGGU ISMAIL**

Company Secretary  
(SSM PC No. 201908001581)  
(MACS 01686)