

CHOO BEE METAL INDUSTRIES BERHAD
Registration No. 197101000234 (10587-A)
(Incorporated in Malaysia)

Revised Administrative Guide
for the 2020 Annual General Meeting

Meeting Platform	:	https://web.vote2u.app
Event Name	:	2020 AGM
Day and Date	:	Wednesday, 17 June 2020
Time	:	11.30 a.m.
Broadcast Venue	:	Wisma Soon Teik Aun, Jalan Bendahara, 31650 Ipoh, Perak
Mode of Communication	:	1) Typed text in the Meeting Platform 2) E-mail questions to Chief Financial Officer prior to Meeting.

Dear Shareholders,

As a precautionary measure amid COVID-19 outbreak, the Company's forthcoming Annual General Meeting ("**AGM**") **will be conducted virtually** on our Meeting Platform, as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

Digital Copies of Annual General Meeting Documents

As part of our commitment to reduce paper usage, the following documents are available on our website at <https://choobee.com/investor-relations/>.

1. Annual Report 2019
2. Corporate Governance Report 2019
3. Notice of the 2020 AGM, Proxy Form and **Revised** Administrative Guide
4. Statements to Shareholders in relation to Proposed Renewal of Share Buy Back Authority

If you need a copy of the printed Annual Report 2019 and the Share Buy-Back Statement, please complete the Requisition Form set out below of this document and deliver the completed form to Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia. Alternatively, you may also make your request through telephone/email to our Share Registrar at 603-7890 4700 or bsr.helpdesk@boardroomlimited.com.

Broadcast Venue

Shareholders are not allowed to participate the AGM at the Broadcast Venue. The venue is only meant to facilitate broadcasting of the AGM. Shareholders who turn up at the Broadcast Venue would be requested to leave the venue politely.

Entitlement to Participate the AGM

In respect of deposited securities, only members whose IC/passport number appear on the Record of Depositors on **10 June 2020** (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

Form(s) of Proxy

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Share Registrar's office not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by email to bsr.helpdesk@boardroomlimited.com or fax to (603)78904670.

Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty eight (48) hours before the meeting.

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

Virtual Meeting Facilities

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none"> Access website https://boardroomlimited.my Click <<Login>> and click <<Register>> to sign up as a user. Complete registration and upload softcopy of MyKAD (front and back) or Passport. Please enter a valid email address. Your registration will be verified and approved within one business day and an email notification will be provided.
Procedure	Action
Before the day of the AGM	
2. Submit request for remote participation	<p>Registration for remote access will be opened on 12 June 2020. Please note that the closing time to submit your request is at 3.00 p.m. on 15 June 2020.</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://boardroomlimited.my Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event “Virtual AGM”. Enter your CDS Account. Read and agree to the terms & condition and thereafter submit your request. <p>Corporate Shareholders</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.
3. Email notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 10 June 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. For proxy, the email will include remote access user ID and password.

On the day of the AGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via:- ➤ https://web.vote2u.app</p> <p>c. For shareholder, click <<Log In With Boardroom>> with your selected email address and password in Step 1.</p> <p>d. For proxy, login with user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, click the <<Watch Live>> button</p> <p>b. If you would like to ask a question during the AGM, click the <<Ask Question>> button</p> <p>c. Type your message within the chat box, once completed click the <<Submit>> button.</p>
6.	Voting	<p>a. Once voting has been opened, you can click <<Confirm Details & Start Voting>></p> <p>b. To vote simply select your voting direction from the options provided. A confirmation screen will appear to show your selected vote</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. Repeat step b and c for all resolutions</p> <p>e. Confirm your vote at voting summary, you can click <<Confirm>> button to submit the vote. Please note that you can't change your vote after submitting the vote from voting summary.</p>
7.	End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the "Ask Question" window will be disabled.

No Distribution Door Gifts, Food and Beverage

Shareholders/proxies whom turn up at the Broadcast Venue would not be distributed with door gifts, food and beverage.

No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

Enquiry

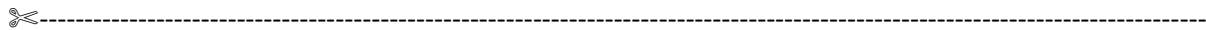
If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder’s breach of warranty.



To : Boardroom Share Registrars Sdn. Bhd.
11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

REQUEST FOR HARD COPY OF ANNUAL REPORT 2019 AND SHARE BUY-BACK STATEMENT

I/We wish to request for a hard copy of the Annual Report 2019 and Share Buy-Back Statement of Choo Bee Metal Industries Berhad to be send to me/us at the following address

Name of Shareholder : _____
NRIC No. / Passport No. : _____
Address : _____
: _____
Contact Number : _____
Email : _____

Signature of Shareholder
Date: