

TONG HERR RESOURCES BERHAD
Registration No. 199701016642 (432139-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“23RD AGM”)

Date and Time : Thursday, 25 June 2020 at 10.00 a.m.
Venue : No. 2515, Tingkat Perusahaan 4A, Perai Free Trade Zone,
13600 Perai, Penang

Dear Shareholders of Tong Herr Resources Berhad (“Tong Herr” or the “Company”),

We refer to the Company’s Notice of the 23rd AGM dated 27 May 2020.

In view of the COVID–19 outbreak in Malaysia and globally, the health and safety of the Company’s shareholders, Directors, staff and other stakeholders is of paramount concern for the Company. The Company wishes to advise shareholders that necessary steps and precautionary measures will be undertaken in holding the AGM.

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.

Further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia as revised on 11 June 2020, please find the additional guidance below on the requirements and method of participating in the 23rd AGM:

PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING

1. Shareholders are required to register ahead of the 23rd 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 23rd AGM via the TIIH Online website at <https://tiih.online> :
 - Login in to TIIH 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 TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
 - Select the corporate event: “**(REGISTRATION) TONG HERR 23RD 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 **23 June 2020** to approve or reject your registration to attend physically at the Meeting Venue.

- Please note that only a depositor whose name appears on the Record of Depositor as at **16 June 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 23rd AGM.

FOOD VOUCHER AND DOOR GIFT

- To ensure social and physical distancing as well as a measure to reduce the number of crowd or attendees at the 23rd AGM, there will be no door gift or food vouchers to the shareholders.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 23rd AGM arrangement.

ENQUIRY

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

Tricor Investor & Issuing House Services Sdn Bhd <i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		Telephone Number
	<i>General Line</i>	<i>603-2783 9299</i>
	<i>Ms Nur Qaisara Naaila</i>	<i>603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com</i>
	<i>Pn Nor Faeayzah</i>	<i>603-2783 9274 Nor.Faeayzah@my.tricorglobal.com</i>
	<i>Fax Number</i>	<i>603-2783 9222</i>
	<i>Email</i>	<i>Is.enquiry@my.tricorglobal.com</i>