

NOTICE IS HEREBY GIVEN that the Thirty Ninth (“39th”) Annual General Meeting (“AGM”) of KIM HIN JOO (MALAYSIA) BERHAD (“KHJ” or “Company”) will be conducted FULLY VIRTUAL for the purpose of considering and if thought fit, passing with or without modifications the resolutions as set out in this notice.

Meeting Platform : <https://web.lumiagm.com/>
 Day and Date : Wednesday, 29 July 2020
 Time : 2.30 p.m.
 Broadcast Venue : TR12-R01 & TR12-R02, 12th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
 Mode of Communication : 1) Typed text in the Meeting Platform
 2) E-mail questions to investor.relations@khj-my.com prior to 39th AGM.

AGENDA

As Ordinary Business

- To receive the Audited Financial Statements for the financial year ended 31 December 2019 together with the Reports of the Directors and Auditors thereon.
(Please refer to Note 1 of the Explanatory Notes)
- To approve the additional payment of Directors’ Fees amounting to RM6,000 which was in excess of the earlier approved amount of RM200,000 for the financial year ended 31 December 2019.
(Ordinary Resolution 1)
- To approve the payment of Directors’ Fees payable to the Directors of the Company on quarterly basis in arrears after each quarter of completed service of the Directors up to an aggregate of RM430,000 from 1 January 2020 until the conclusion of the next AGM of the Company in year 2021.
(Ordinary Resolution 2)
- To re-elect the following Directors who are retiring in accordance with Clause 95 of the Constitution of the Company:
 - Mr Pang Kim Hin
(Ordinary Resolution 3)
 - Ms Goh Poh Teng
(Ordinary Resolution 4)
- To re-elect the following Directors who are retiring in accordance with Clause 101 of the Constitution of the Company:
 - Mr Hew Moh Yung
(Ordinary Resolution 5)
 - Mr Pang Fu Wei
(Ordinary Resolution 6)
- To re-appoint Messrs. Deloitte PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.
(Ordinary Resolution 7)

As Special Business

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

- Proposed Authority to Allot and Issue Shares pursuant to Section 76 of the Companies Act 2016 (“the Act”)**
 “THAT pursuant to Section 76 of the Act, the Directors be and are hereby authorised and empowered to allot and issue shares in the Company at any time until the conclusion of the next AGM and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares of the Company for the time being, subject always to the Constitution of the Company and approval of all the relevant governmental and/or regulatory authorities, where such approval is necessary.”
(Ordinary Resolution 8)
- Proposed Shareholders’ Ratification for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“Proposed Shareholders’ Ratification and Proposed Shareholders’ Mandate”)**
 “THAT all the Recurrent Related Party Transactions (“RRPT(s)”) of a revenue and/or trading nature entered into by the Company and/or its subsidiaries (“the Group”) from the date of the Company’s listing on the ACE Market of Bursa Malaysia Securities Berhad (“Bursa Securities”) on 8 July 2019 (“Listing Date”) up to the date of the 39th AGM, be and are hereby accepted, confirmed and ratified, and the Group be and is hereby authorised to enter into any of the transactions falling within the types of RRPT of a revenue or trading nature with the related parties as set out in Section 2.4(b) of the Circular to Shareholders dated 30 June 2020 (“RRPT Circular”) which are necessary for the Group’s day-to-day operations subject to the following:-
 - the transactions are in the ordinary course of business and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not to the detriment of the minority shareholders of the Company; and
 - the disclosure will be made in the Annual Report on the breakdown of the aggregate value of the RRPTs conducted pursuant to the Proposed Shareholders’ Ratification and Proposed Shareholders’ Mandate during the financial year on the type of RRPT made, the names of the related parties involved in each type of RRPT and their relationships with the Company.
 THAT the authority conferred shall continue to be in force until:-
 - the conclusion of the next AGM of the Company following the forthcoming 39th AGM at which the Proposed Shareholders’ Ratification and Proposed Shareholders’ Mandate is approved, at which time it will lapse, unless by a resolution passed at the AGM, the mandate is again renewed;
 - the expiration of the period within which the next AGM of the Company is required to be held pursuant to Section 340(2) of the Act (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Act); or
 - revoked or varied by resolution passed by the shareholders in general meeting, whichever is the earlier.
 AND THAT the Directors of the Company be and are hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the Proposed Shareholders’ Ratification and Proposed Shareholders’ Mandate.”
(Ordinary Resolution 9)
- To transact any other business of which due notice shall have been given.

BY ORDER OF THE BOARD

TAI YIT CHAN (MAICSA 7009143)
 TAN AI NING (MAICSA 7015852)

Company Secretaries

Selangor Darul Ehsan
 30 June 2020

NOTES:

- As part of the safety measures to curb the spread of the Coronavirus outbreak, the Company will conduct the 39th AGM entirely through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities. For further details and guidelines on RPV facilities, please refer to the Administrative Guide which will be made available on the Company’s website at www.khj-my.com.
- The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairman of the Meeting to be at the main venue. No shareholders/proxies/corporate representative from the public should be physically present at the Broadcast Venue on the day of the 39th AGM.
- Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Securities, all the resolutions set out in this Notice of AGM will be put to vote by way of poll. A Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
- A member entitled to participate and vote at the 39th AGM may appoint another person as his proxy to participate and vote in his stead. A proxy may but need not be a member of the Company. There shall be no restriction as to the qualification of the proxy. A proxy appointed to participate and vote at a meeting shall have the same rights as the member to speak at the meeting.
- A member shall be entitled to appoint not more than 2 proxies to participate, speak and vote at the meeting. Where a member appoints 2 proxies, the appointment shall not be valid unless the member specifies the proportion of his shareholding to be represented by each proxy.
- Where a member is an Exempt Authorised Nominee which holds shares in the Company for multiple beneficial owners in one securities account (“omnibus account”) as defined under the Securities Industry (Central Depositories) Act, 1991, there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
- The proxy form shall be in writing, executed by or on behalf 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.
- The proxy form and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the office of the Company’s Share Registrar, Boardroom Share Registrars Sdn Bhd of 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 48 hours before the time for holding the 39th AGM or adjourned 39th AGM at which the person named in the proxy form proposes to vote, and in default the proxy form shall not be treated as valid.
 Alternatively, members may deposit the proxy form by electronic means directly at <https://boardroomlimited.my> not less than 48 hours before the meeting. For further information on the electronic submission of proxy form, kindly refer to the Administrative Guide which will be made available on the Company’s website at www.khj-my.com.
- For the purpose of determining who shall be entitled to participate at this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make available a Record of Depositors as at 21 July 2020 and only members whose names appear on such Record of Depositors shall be entitled to participate, speak and vote at this meeting and entitled to appoint proxy or proxies.

Explanatory Notes:

- Agenda 1 – To receive the Audited Financial Statements**
 Agenda item no. 1 is meant for discussion only as the provision of Section 340 of the Act does not require a formal approval of shareholders for the Audited Financial Statements. Hence, this item on the Agenda is not put forward for voting.
- Ordinary Resolution 1 – Additional Payment of Directors’ Fees**
 Section 230(1) of the Act provides amongst others, the fees of the Directors and any benefits payable to the Directors of a listed company and its subsidiaries shall be approved at a general meeting.
 At the Thirty Eighth AGM of the Company held on 22 April 2019, the shareholders had approved RM200,000 as total Directors’ Fees payable to the Directors of the Company for the financial year ended 31 December 2019.
 The proposed resolution on the additional payment of Director’s fees amounting to RM6,000 is due to the appointment of additional Independent Non-Executive Director of the Company, Mr Hew Moh Yung, on 26 August 2019.
- Ordinary Resolution 2 – Directors’ Fees from 1 January 2020 until the next AGM of the Company in year 2021**
 The amount of Directors’ fees payable comprising fees payable to Directors as Chairman/member of Board and Board Committees from 1 January 2020 until the conclusion of the next AGM of the Company in year 2021, with the fee structure as shown below:-

Board/Board Committees	Fees per Annum (RM)
Board	- RM56,000 (Chairman)
	- RM30,000 (Member)
Audit Committee	- RM8,000 (Chairman)
	- RM4,000 (Member)
Nomination Committee	- RM4,000 (Chairman)
	- RM2,000 (Member)
Remuneration Committee	- RM4,000 (Chairman)
	- RM2,000 (Member)
Risk Management Committee	- RM4,000 (Chairman)
	- RM2,000 (Member)

- Ordinary Resolution 8 – Proposed Authority for Directors to Allot and Issue Shares pursuant to Section 76 of the Act**
 The proposed Ordinary Resolution 8 is a general mandate for issuance of shares by the Company under Section 76 of the Act. The mandate, if passed, will empower the Directors from the conclusion of this 39th AGM, to allot and issue up to a maximum of 10% of the total number of issued shares of the Company at the time of issue (other than bonus or rights issue) for such purposes as they consider would be in the best interest of the Company. This would eliminate any delay arising from and cost involved in convening a general meeting to obtain approval of the shareholders for such issuance of shares. This authority, unless revoked or varied at a general meeting, will expire at the next AGM of the Company.
 This authority 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 investment project(s), repayment of bank borrowings, working capital and/or acquisition. At this juncture, there is no decision to issue new shares. If there should be a decision to issue new shares after the general mandate is sought, the Company will make an announcement in respect thereof.
- Ordinary Resolution 9 – Proposed Shareholders’ Ratification and Proposed Shareholders’ Mandate**
 The proposed Ordinary Resolution 9, if passed, will ratify all the RRPTs entered into by the Group from 8 July 2019 (i.e. the Company’s Listing Date) up to the date of the 39th AGM and will allow the Company and its subsidiaries to enter into new RRPT in accordance with Rule 10.09 of the ACE Market Listing Requirements of Bursa Securities without the necessity to convene separate general meetings from time to time to seek shareholders’ approval as and when such RRPT occur. This would reduce substantial administrative time, inconvenience and resources associated with the convening of such meetings without compromising the corporate objectives of the Group or affecting the business opportunities available to the Group. The shareholders’ mandate is subject to renewal on an annual basis.
 For further information on Ordinary Resolution 9, please refer to the RRPT Circular dated 30 June 2020 accompanying the Annual Report of the Company for the financial year ended 31 December 2019.

Personal data privacy:

By submitting a proxy form(s) to participate, speak and vote at the 39th AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 39th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 39th AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “Purposes”), (ii) warrants that where the member discloses the personal data of the member’s proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.



Administrative Guide

Kim Hin Joo (Malaysia) Berhad (“KHJ” or the Company”) Thirty Ninth Annual General Meeting (“39th AGM” or “Meeting”) to be held on 29 July 2020

Fully Virtual Meeting

1. In support of the Government of Malaysia’s ongoing efforts to curb the spread of the coronavirus outbreak and taking into consideration the Securities Commission Malaysia’s Guidance Notes, as well as in the best interest of public health and health and safety of our Board of Directors, employees and shareholders, the 39th AGM will be held fully virtual via Remote Participation and Voting (“RPV”) facilities.
2. We strongly encourage our shareholders to participate and vote remotely in the 39th AGM. No shareholders/proxies/corporate representatives should be physically present nor admitted at the Broadcast Venue and those who turn up at the Broadcast Venue would be requested to leave the venue politely.
3. The Company’s 39th AGM will be hosted on Boardroom’s LUMI AGM solution which is available on the designated link at <https://web.lumiagm.com/> or the “Lumi AGM” app which is available for free download from the Apple App Store or Google Play Store.
4. You are reminded to kindly refer to our announcements made on Bursa Malaysia Securities Berhad, or our website at www.khj-my.com for latest updates, if any, regarding the administration of the 39th AGM.

General Meeting Record of Depositors

Only shareholders whose names appear in the General Meeting Record of Depositors on 21 July 2020 shall be entitled to virtually attend, speak and vote at the 39th AGM of the Company or appoint proxy(ies) on his/her behalf.

Proxy From(s)

If you are unable to attend the 39th AGM, you may appoint proxy(ies) 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 Proxy Form(s) is deposited at our Share Registrar’s office, Boardroom Share Registrars Sdn Bhd of 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, not less than 48 hours before the time appointed for holding the 39th AGM.

Alternatively, you may deposit your Proxy Form(s) by electronic means through Boardroom Smart Investor Online Portal at <https://boardroomlimited.my> not less than 48 hours before the time appointed for holding the 39th AGM by registering for an account in accordance with the instructions set out herein (if required), logging in and selecting “E-PROXY LODGEMENT”.

Revocation of Proxy

If you have submitted your Proxy Form(s) and subsequently decide to appoint another person or wish to participate in our 39th AGM virtually by yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the

earlier appointed proxy 48 hours before the 39th AGM. Your proxy(ies) on revocation would not be allowed to participate in the 39th AGM. In such event, you should advise your proxy(ies) accordingly.



Voting Procedure

Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 39th AGM will be conducted by poll. A Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

Procedures to Participate in RPV Facilities

Please follow the Procedures to Participate in RPV facilities as summarized below:

DESCRIPTION	PROCEDURES
Before the 39th AGM	
Step 1 - Shareholders to register with Boardroom Smart Investor Online Portal (for first time registration only)	<p>The registration will open from 2:30 p.m., Tuesday, 30 June 2020 up to 2:30 p.m., Monday, 27 July 2020.</p> <p>Access website https://www.boardroomlimited.my/</p> <ol style="list-style-type: none"> Click <Login> and click <Register> to sign up as a user. Complete registration and upload softcopy of MyKad/Identification Card (front and back) or Passport. Please enter a valid email address and wait for Boardroom Share Registrars Sdn Bhd’s (“Boardroom”) email verification. Your registration will be verified and approved within 1 business day and an email notification will be provided. Please check your email. <p><u>Note:</u> If you have registered as a user with Boardroom Smart Investor Online Portal previously, you are not required to register again. You may then proceed to Step 2 and submit request for Remote Participation user ID and password.</p>
Step 2 – Submit Request for Remote Participation User ID and Password	<p>Individual Members</p> <ol style="list-style-type: none"> Login to https://www.boardroomlimited.my/ using your user ID and password above. Select “Hybrid/Virtual Meeting” from main menu and select the Corporate Event “KHJ 39th Virtual AGM”. Read and agree to the Terms & Conditions. Enter your CDS Account 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 and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request. Please provide a softcopy of the Corporate Representative’s MyKad/Identification Card (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 and CDS Account Number accompanied with the Proxy Form to submit the request. Please provide a softcopy of the Proxy Holder’s MyKad/Identification Card (Front and Back) or Passport as well as his/her email address.

DESCRIPTION	PROCEDURES
	<p>Thereafter:</p> <ol style="list-style-type: none"> You will receive notification from Boardroom that your request has been received and is being verified. Upon system verification against the General Meeting Record of Depositors as at 21 July 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
On the day of the 39th AGM	
<p>Step 3 – Login to Meeting Platform</p>	<p>Live Streaming</p> <ol style="list-style-type: none"> The Meeting Platform will be opened for login one (1) hour before the commencement of the 39th AGM on 29 July 2020 at 1:30 p.m. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> ➤ Download the free Lumi AGM application from Apple App Store or Google Play Store; ➤ Scan the QR Code provided in the email notification; ➤ Navigate to the website at https://web.lumiagm.com/ Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification upon successful registration in Step 2 above. To view the live webcast, select the broadcast icon . <p>No recording or photography of the 39th AGM proceedings is allowed without the prior written permission of the Company.</p> <p>You must ensure that you are connected to the internet at all times in order to participate and vote when the 39th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 39th AGM is maintained.</p> <p>Questions for Chairman or the Board of Directors</p> <ol style="list-style-type: none"> If you would like to ask a question during the 39th AGM, select the messaging icon . Type your message within the chat box. Once completed click the “send” button. <p><i>Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.</i></p> <p>The Board will endeavour to respond to the questions submitted via the chat box which are related to the resolutions to be tabled at the 39th AGM, as well as the financial performance/prospects of the Company, to the extent where time permits. In the event the Board is unable to respond to your questions during the 39th AGM, you may email your questions to investor.relations@khj-my.com after the 39th AGM.</p> <p>Alternatively, you may also submit your questions in advance to investor.relations@khj-my.com by 2:30 p.m., Friday, 24 July 2020 and the Board will endeavour to respond to the questions submitted during the 39th AGM.</p>

DESCRIPTION	PROCEDURES
	<p>Remote Voting</p> <p>You may proceed to cast your votes on each of the proposed resolutions to be tabled at the 39th AGM as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll:</p> <ol style="list-style-type: none"> Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. To change your vote, simply select another voting direction. If you wish to cancel your vote, please press “Cancel”. <p>You are reminded to cast your votes before the poll is closed. Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.</p> <p>The Scrutineers will verify the poll result reports upon the closure of the poll by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.</p>
End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

Vouchers or Gifts

No vouchers or gifts will be given to shareholders/proxies/corporate representatives who participate in the 39th AGM.

Enquiry

If you have any enquiries prior to the 39th AGM or if you wish to request for technical assistance to participate in the fully virtual 39th AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as below:

Boardroom Share Registrars Sdn Bhd

11th Floor, Menara Symphony,
No. 5, Jalan Professor Khoo Kay Kim,
Seksyen 13, 46200 Petaling Jaya,
Selangor Darul Ehsan, Malaysia
Tel : +603 – 7890 4700 (**helpdesk**)
Fax : +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.