

NOTICE IS HEREBY GIVEN THAT the Fourteenth Annual General Meeting of the Company will be held at Teo Seng Capital Berhad Conference Room, First Floor, Lot PTD 25740, Batu 4, Jalan Air Hitam, 83700 Yong Peng, Johor, on Wednesday, 12 August 2020, at 11.30 a.m. to transact the following businesses:

### AGENDA

#### AS ORDINARY BUSINESS

- To receive the Audited Financial Statements of the Company and of the Group and the Reports of the Directors and the Auditors thereon for the financial year ended 31 December 2019. (Please refer to Explanatory Note 1) [Ordinary Resolution 1] (Please refer to Explanatory Note 2)
- To approve the payment of Directors' fees and benefits up to RM168,000.00 with effect from 13 August 2020 until the next Annual General Meeting of the Company to be held in 2021. (Please refer to Explanatory Note 3) [Ordinary Resolution 2]
- To re-elect the following Directors who retire pursuant to Clause 76(3) of the Constitution of the Company: (Please refer to Explanatory Note 3) [Ordinary Resolution 3]
  - Choong Keen Shian
  - Frederick Ng Yong Chiang
- To re-appoint PricewaterhouseCoopers PLT as Auditors of the Company for the financial year ending 31 December 2020 and to authorise the Directors to fix their remuneration. (Please refer to Explanatory Note 4) [Ordinary Resolution 4]

#### AS SPECIAL BUSINESS

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

- PROPOSED CONTINUATION IN OFFICE OF CHOONG KEEN SHIAN AS INDEPENDENT NON-EXECUTIVE DIRECTOR** [Ordinary Resolution 5] (Please refer to Explanatory Note 5)
 

"THAT subject to the passing of proposed Ordinary Resolution 2, approval be and is hereby given to Mr Choong Keen Shian who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, to continue to serve as an Independent Non-Executive Director of the Company until the conclusion of the next Annual General Meeting of the Company in accordance with the Malaysian Code on Corporate Governance."
- PROPOSED CONTINUATION IN OFFICE OF FREDERICK NG YONG CHIANG AS INDEPENDENT NON-EXECUTIVE DIRECTOR** [Ordinary Resolution 6] (Please refer to Explanatory Note 5)
 

"THAT subject to the passing of proposed Ordinary Resolution 3, approval be and is hereby given to Mr Frederick Ng Yong Chiang who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, to continue to serve as an Independent Non-Executive Director of the Company until the conclusion of the next Annual General Meeting of the Company in accordance with the Malaysian Code on Corporate Governance."
- CONTINUING IN OFFICE AS INDEPENDENT NON-EXECUTIVE DIRECTOR** [Ordinary Resolution 7] (Please refer to Explanatory Note 5)
 

"THAT approval be and is hereby given to Dato' Koh Low @ Koh Kim Toon who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine (9) years, to continue to serve as an Independent Non-Executive Director of the Company."

- AUTHORITY TO ISSUE SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT 2016** [Ordinary Resolution 8] (Please refer to Explanatory Note 6)
 

"THAT subject to Sections 75 and 76 of the Companies Act 2016, Constitution of the Company, and approvals of the relevant governmental/regulatory authorities, the Directors be and are hereby empowered to issue and allot shares in the Company, at any time to such persons 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 during the preceding twelve (12) months does not exceed twenty per centum (20%) of the total number of the issued shares (excluding treasury shares) of the Company for the time being AND THAT the Directors be and are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Malaysia Securities Berhad;

AND THAT such authority shall commence immediately upon the passing of this Resolution and continue to be in force until the conclusion of the next Annual General Meeting ("AGM") of the Company, or at the expiry of the period within which the next AGM is required to be held after the approval was given, whichever is earlier, unless revoked or varied by an Ordinary Resolution of the Company at a general meeting."

- PROPOSED RENEWAL OF EXISTING SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE** [Ordinary Resolution 9] (Please refer to Explanatory Note 7)
 

"THAT subject to Main Market Listing Requirements of Bursa Malaysia Securities Berhad, approval be and is hereby given to the Company and/or its subsidiaries ("the Group") to enter into recurrent related party transactions of a revenue or trading nature ("RPTT") with the related party(ies) as set out in Section 2 of the Circular to Shareholders of the Company dated 30 June 2020 ("the Circular") provided that such transactions are:

- necessary for the day-to-day operations;
  - in the ordinary course of business and are on normal commercial terms and transaction prices which are not more favourable to the related parties than those generally available to the public; and
  - not prejudicial to the minority shareholders of the Company,
- ("Shareholders' Mandate").

THAT such approval shall continue to be in force and effect until:

- the conclusion of the next Annual General Meeting ("AGM") of the Company at which time it will lapse, unless the authority is renewed by a resolution passed at the said AGM;
  - 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 Companies Act 2016 ("the Act") (but must 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 empowered and authorised to complete and do all such acts, deeds and things as they may consider expedient or necessary or in the best interest of the Company to give effect to the Shareholders' Mandate, with full power to assent to any condition, modification, variation and/or amendment (if any) as may be imposed or permitted by the relevant authorities."

- PROPOSED RENEWAL OF AUTHORISATION TO ENABLE THE COMPANY TO PURCHASE UP TO 10% OF THE TOTAL NUMBER OF ISSUED SHARES OF THE COMPANY** [Ordinary Resolution 10] (Please refer to Explanatory Note 8)
 

"THAT subject always to the Companies Act 2016 ("the Act"), the Constitution of the Company, the Main Market Listing Requirements ("MMLR") of Bursa Malaysia Securities Berhad ("Bursa Securities") and all other applicable laws, guidelines, rules and regulations, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such number of issued shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company provided that:

- the aggregate number of issued shares in the Company ("Shares") purchased ("Purchased Shares") and/or held as treasury shares pursuant to this Ordinary Resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at the point of purchase; and
  - the maximum funds to be allocated by the Company for the purpose of purchasing the shares shall not exceed the aggregate of the retained profits of the Company based on the latest audited financial statements and/or the latest management accounts (where applicable) available at the time of the purchase;
- ("Proposed Share Buy-Back").

AND THAT the authority to facilitate the Proposed Share Buy-Back will commence immediately upon passing of this Ordinary Resolution and will continue to be in force until:

- the conclusion of the next Annual General Meeting ("AGM") of the Company following at which time the authority shall lapse unless by Ordinary Resolution passed at the meeting, the authority is renewed, either unconditionally or subject to conditions; or
- the expiration of the period within which the next AGM of the Company is required by law to be held; or
- revoked or varied by Ordinary Resolution passed by the shareholders of the Company at a general meeting; whichever occurs first, but shall not prejudice the completion of purchase(s) by the Company of its own Shares before the aforesaid expiry date and, in any event, in accordance with the MMLR and any applicable laws, rules, regulations, orders, guidelines and requirements issued by any relevant authorities.

AND THAT the Directors of the Company be and are hereby authorised, at their discretion, to deal with the Purchased Shares until all the Purchased Shares have been dealt with by the Directors in the following manner as may be permitted by the Act, MMLR, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force:

- To cancel all or part of the Purchased Shares;
- To retain all or part of the Purchased Shares as treasury shares as defined in Section 127 of the Act;
- To distribute all or part of the treasury shares as dividends to the shareholders of the Company;
- To resell all or part of the treasury shares;
- To transfer all or part of the treasury shares for the purposes of or under the employees' share scheme established by the Company and/or its subsidiaries;
- To transfer all or part of the treasury shares as purchase consideration;
- To sell, transfer or otherwise use the Shares for such other purposes as the Minister may by order prescribed; and/or

- To deal with the treasury shares in any other manners as allowed by the Act, MMLR, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force.

AND THAT the Directors of the Company be and are hereby authorised to take all such steps as are necessary or expedient (including without limitation, the opening and maintaining of central depository account(s) under the Securities Industry (Central Depositories) Act 1991 ("SICDA"), and the entering into all other agreements, arrangements and guarantee with any party or parties) to implement, finalise and give full effect to the Proposed Share Buy-Back with full powers to assent to any conditions, modifications, variations and/or amendments (if any) as may be imposed by the relevant authorities."

- To transact any other business of which due notice shall have been given in accordance with the Companies Act 2016 and the Constitution of the Company.

By order of the Board

Lee Choon Seng (MAICSA 7003453) (SSM Practising Certificate No. 202008002259)  
Lum Sow Wai (MAICSA 7028519) (SSM Practising Certificate No. 202008002373)  
Wong Wai Foong (MAICSA 7001358) (SSM Practising Certificate No. 202008001472)  
Tan Bee Hwee (MAICSA 7021024) (SSM Practising Certificate No. 202008001497)

Secretaries

Yong Peng  
30 June 2020

#### Notes:

- For the purpose of determining who shall be entitled to attend the Fourteenth ("14th") Annual General Meeting ("AGM"), the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make available to the Company, a Record of Depositors as at 5 August 2020. Only a member whose name appears on this Record of Depositors shall be entitled to attend this AGM or appoint a proxy to attend, speak and vote on his/her/its behalf.
- A member entitled to attend and vote at the 14th AGM is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to attend, participate, speak and vote in his place. A proxy may but need not be a member of the Company.
- A member of the Company who is entitled to attend and vote at the 14th AGM of the Company may appoint not more than two (2) proxies to attend, participate, speak and vote instead of the member at this AGM.
- Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 ("SICDA"), it may appoint not more than two (2) proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.
- Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one 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 the SICDA which is exempted from compliance with the provisions of Section 25A(1) of SICDA.
- Where a member of the authorised nominee appoints two (2) proxies, or where an exempt authorised nominee appoints two (2) or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
- The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the 14th AGM, i.e. by 11.30 a.m. on Monday, 10 August 2020 or adjourned 14th AGM at which the person named in the appointment proposes to vote:
  - In Hard Copy Form  
in the case of an appointment made in hard copy form, the proxy form or any authority pursuant to which such an appointment is made by a power of attorney or other authority, if any under which it is signed or a notariably certified copy of that power or authority, must be deposited at the Company's Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.
  - By Tricor Online System (TIH Online)  
in the case of an appointment made via electronic mean, the proxy form can be electronically submitted to the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn Bhd via TIH Online. The website to access TIH Online is <https://tih.online>. Kindly refer to the Administrative Guide for the 14th AGM.
- Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.
- Last date and time for lodging the proxy form is 11.30 a.m., on Monday, 10 August 2020.
- Please bring an ORIGINAL of the following identification papers (where applicable) and present it to the registration staff for verification:
  - Identity card (NRIC (Malaysian)), or
  - Police report (for less of NRIC) / Temporary NRIC (Malaysian), or
  - Passport (Foreigner).
- For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please bring the ORIGINAL certificate of appointment executed in the manner as stated in the proxy form if this has not been lodged at the Company's Share Registrar earlier.

#### EXPLANATORY NOTES

##### 1. Item 1 of the Agenda

This Agenda item is meant for discussion only as the provisions of Sections 248(2) and 340(1)(a) of the Companies Act 2016 ("the Act") do not require a formal approval of the shareholders for the Audited Financial Statements. Hence, this Agenda item is not put forward for voting.

##### 2. Item 2 of the Agenda

The proposed Ordinary Resolution 1 is to seek the shareholders' approval for the payment of the Directors' fees and benefits as follows:

	13 August 2020 until the next Annual General Meeting ("AGM") in 2021	
	Directors' fees (RM)	Other Emoluments/ (Festival Token) (RM)
Non-Executive Director	144,000	24,000

This resolution is to facilitate payment of Directors' fees and benefits for duties performed as Non-Executive Directors of the Company on a monthly basis and/or as when required.

##### 3. Item 3 of the Agenda

The Nominating Committee ("NC") of the Company has assessed the contribution of Mr. Choong Keen Shian and Mr. Frederick Ng Yong Chiang by using self and peer evaluation and was satisfied with their performance and recommended for their re-election. The Board endorsed the NC's recommendation that Mr. Choong Keen Shian and Mr. Frederick Ng Yong Chiang be re-appointed as Directors of the Company.

##### 4. Item 4 of the Agenda

The Audit Committee ("AC") had conducted assessment on the performance of PricewaterhouseCoopers PLT. Please refer to the Corporate Governance Overview Statement for further details on the assessment conducted by AC.

##### 5. Items 5, 6 and 7 of the Agenda

Mr Choong Keen Shian and Mr Frederick Ng Yong Chiang have served the Board as the Independent Non-Executive Directors ("INED") of the Company for a cumulative term of more than twelve (12) years since 19 June 2008 and Dato' Koh Low @ Koh Kim Toon has served the Board as an INED of the Company for a cumulative term of more than nine (9) years since 19 November 2009. The Board has through the NC's assessment, recommending to shareholders to retain their designation as INED of the Company based on the following:

- They are person of calibre, credibility and has extensive experience in their respective profession to provide independent judgment and constructive opinions and ideas to the Board.
- They have ensured effective check and balance in the proceedings of the Board and demonstrated professional scepticism by representing the interest of various stakeholders.
- They devoted sufficient time to attend meetings and actively participated in the Board's deliberations.
- They consistently demonstrates independence with high level of integrity and honesty.

##### 6. Item 8 of the Agenda

The proposed Ordinary Resolution 8 is the renewal of the mandate obtained from the members at the last Annual General Meeting ("AGM") and if passed, will give the Directors authority to issue new ordinary shares up to such number not exceeding twenty per centum (20%) of the total number of issued shares (excluding treasury shares) of the Company for such purposes as the Directors would consider to be in the best interest of the Company (hereinafter referred to as the "General Mandate"). This would avoid any delay and cost involved in convening a general meeting to specifically approve such an issue of shares. The new General Mandate will commence from the date of this AGM and, unless earlier revoked or varied by the shareholders of the Company at a subsequent general meeting, expires at the next AGM.

The General Mandate granted by the shareholders at the Thirteenth AGM of the Company held on 28 May 2019 had not been utilised and hence, no proceeds were raised therefrom.

The purpose of the new General Mandate is for possible fund raising exercises including but not limited to further placement of shares for purpose of funding current and/or future investment projects, working capital, repayment of borrowings and/or acquisitions.

##### 7. Item 9 of the Agenda

The proposed Ordinary Resolution 9, if passed, will allow the Group to continue to enter into recurrent related party transactions on an arm's length basis and on normal commercial terms and transaction prices, which are not prejudicial to the interests of the minority shareholders. Please refer to Part A of the Circular to Shareholders dated 30 June 2020 for further information.

##### 8. Item 10 of the Agenda

The proposed Ordinary Resolution 10, if passed, will allow the Company to purchase its own shares up to ten per centum (10%) of the total number of issued shares of the Company by utilising the funds allocated which shall not exceed the retained profits of the Company. Please refer to Part B of the Statement to Shareholders dated 30 June 2020 for further information.

#### Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting 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 Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (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.



## “HATCHING FOR THE FUTURE”

### ADMINISTRATIVE GUIDE FOR THE FOURTEENTH ANNUAL GENERAL MEETING (“14TH AGM”)

Date and Time : 12 August 2020 (Wednesday), 11.30 a.m.  
Venue : Teo Seng Capital Berhad Conference Room,  
First Floor, Lot PTD 25740, Batu 4, Jalan Air Hitam, 83700 Yong Peng, Johor

Dear Valued Shareholders of Teo Seng Capital Berhad (“Teo Seng” or the “Company”),

Further to the third revision of the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia on 18 June 2020 pursuant to the issuance of the standard operating procedures “SOP Am Pelaksanaan Majlis Kerajaan dan Swasta” by the Malaysian National Security Council on 16 June 2020, please find the additional guidance on the requirements and method of participating in the 14th AGM as follows:

#### PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING

- Shareholders are required to register ahead of the 14th 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.
- Please do read and follow the following procedures to pre-register your physical attendance at the 14th AGM via the TIH Online website at <https://tjih.online>:
  - Login in to TIH 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 TIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
  - Select the corporate event: “(REGISTRATION) TEO SENG 14<sup>th</sup> 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 11.30 a.m. on Monday, 10 August 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 **5 August 2020** shall be entitled to attend or appoint proxies to attend, speak and vote on his/her behalf at the 14th AGM.

#### MEASURES TO MINIMISE RISK OF CORONAVIRUS DISEASE (“COVID-19”)

In view of the current COVID-19 outbreak, we would like to advise our shareholders to adhere to the following precautionary measures at the 14th AGM:

- Only shareholders/proxies aged between 18 and 60 years old are allowed to attend this AGM.
- We strongly encourage shareholders aged above 60 years old to appoint proxy or the Chairman of the 14th AGM as their proxy to attend and vote at the 14th AGM.
- All attendees will be required to undergo a temperature check and make a health declaration.
- All attendees are required to download the MySejahtera application and wear face masks. Hand sanitisers will be provided on the day of this AGM.
- Any person who has fever or exhibits flu-like symptoms will not be permitted to attend this AGM.
- On the seating arrangement and number of individuals to be present at the meeting venue, the Company will observe the directives, safety and precautionary requirements as prescribed by the Government, the Ministry of Health, the Malaysian National Security Council, and other relevant authorities to curb the spread of COVID-19.
- The Company will closely monitor the situation of COVID-19 pandemic, and reserves the right to take further precautionary measures as appropriate and comply with any guidance or requirements of any authorities or government agencies from time to time.



## “HATCHING FOR THE FUTURE”

### PROXY

You may submit your proxy form to Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 14th AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

Alternatively, you may also submit the proxy form electronically via **TIIH Online** website at <https://tiih.online>, not later than Monday, 10 August 2020 at 11.30 a.m. Please do read and follow the procedures below to submit proxy form electronically.

### ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
a.	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again.</li></ul>
b.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li><li>Select the corporate event: “Submission of Proxy Form”.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>Review and confirm your proxy(s) appointment.</li><li>Print proxy form for your record.</li></ul>

### ENQUIRY

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

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> <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		<b>Telephone Number</b>
	<i>General Line</i>	603-2783 9299
	<i>Fax Number</i>	603-2783 9222
	<i>Email</i>	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>



## "HATCHING FOR THE FUTURE"

### ERRATA TO ADMINISTRATIVE GUIDE FOR THE FOURTEENTH ANNUAL GENERAL MEETING ("14th AGM")

30 June 2020

Dear Valued Shareholders of Teo Seng Capital Berhad,

Reference is made to the Administrative Guide for the 14th AGM of Teo Seng Capital Berhad ("Teo Seng"), we wish to inform that item 1 under Measures To Minimise Risk Of Coronavirus Disease ("COVID-19") of the Administrative Guide for the 14th AGM of Teo Seng attached to the Annual Report 2019, shall be amended and corrected by this Errata, in accordance to the revised "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission Malaysia on 24 June 2020. The amendments are highlighted in **bold and underlined** and shall be taken to read as follows:

#### MEASURES TO MINIMISE RISK OF CORONAVIRUS DISEASE ("COVID-19")

In view of the current COVID-19 outbreak, we would like to advise our shareholders to adhere to the following precautionary measures at the 14th AGM:

1. **Only** Shareholders/proxies aged **between 18 and above** 60 years old **are allowed to attend can be physically present at** this AGM.
2. We strongly encourage shareholders aged above 60 years old to appoint proxy or the Chairman of the 14th AGM as their proxy to attend and vote at the 14th AGM.
3. All attendees will be required to undergo a temperature check and make a health declaration.
4. All attendees are required to download the MySejahtera application and wear face masks. Hand sanitisers will be provided on the day of this AGM.
5. Any person who has fever or exhibits flu-like symptoms will not be permitted to attend this AGM.
6. On the seating arrangement and number of individuals to be present at the venue, the Company will observe the directives, safety and precautionary requirements as prescribed by the Government, the Ministry of Health, the Malaysian National Security Council, and other relevant authorities to curb the spread of COVID-19.
7. The Company will closely monitor the situation of COVID-19 pandemic, and reserves the right to take further precautionary measures as appropriate and comply with any guidance or requirements of any authorities or government agencies from time to time.

We sincerely apologise for any inconvenience caused.

Yours faithfully,  
**TEO SENG CAPITAL BERHAD**

**LEE CHOON SENG (MAICSA 7003453)**  
**SSM Practising Certificate No. 202008002259**  
**LUM SOW WAI (MAICSA 7028519)**  
**SSM Practising Certificate No. 202008002373**  
**WONG WAI FOONG (MAICSA 7001358)**  
**SSM Practising Certificate No. 202008001472**  
**TAN BEE HWEE (MAICSA 7021024)**  
**SSM Practising Certificate No. 202008001497**  
Secretaries