

**NOTICE OF TWENTIETH ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the Twentieth (20<sup>th</sup>) Annual General Meeting of YI-LAI BERHAD ("YLB" or "the Company") will be held at Lot 7020, Batu 23, Jalan Air Hitam, 81000 Kulai, Johor Darul Ta'zim on Tuesday, 25<sup>th</sup> August 2020 at 11.00 am for the transaction of the following business:

**ORDINARY BUSINESS**

1. To receive the Audited Financial Statements for the financial year ended 31 December 2019 together with the Directors' and Auditors' reports thereon. *(Please refer to Note No. 1)*  
**RESOLUTION 1**
2. To approve the payment of Directors' fees totaling RM140,000 for the financial year ended 31 December 2019.  
**RESOLUTION 2**
3. To approve the payment of Directors' fees totaling RM210,000 for the financial year ending 31 December 2020 to be payable on a quarterly basis in arrears.  
**RESOLUTION 3**
4. To approve the payment of Directors' benefits to the Directors of the Company and its subsidiaries up to an amount of RM45,000 for the period from 26 August 2020 until the next Annual General Meeting of the Company to be held in 2021.  
**RESOLUTION 4**
5. To re-elect the Director, Wendy Kang Hui Lin retiring in accordance with the Company's Constitution and who being eligible offer herself for re-election.  
**RESOLUTION 5**
6. To re-elect the Director, Mr Lee Boon Siong retiring in accordance with the Company's Constitution and who being eligible offer himself for re-election.  
**RESOLUTION 6**
7. To re-appoint Messrs KPMG PTL as Auditors of the Company for the financial year ending 31 December 2020 and to authorise the Board of Directors to fix their remuneration.  
**RESOLUTION 7**

**SPECIAL BUSINESS**

To consider and, if thought fit, to pass the following resolutions as Ordinary Resolutions:

**8. ORDINARY RESOLUTION**

**Proposed Authority to Issue Shares Pursuant to Section 75 and 76 of the Companies Act 2016**

"THAT pursuant to Sections 75 and 76 of the Companies Act 2016, the Directors be and are hereby authorised to issue and allot shares in the Company at any time, at such price, upon such terms and conditions, for such purposes and to such person or persons whomsoever as the Directors may in their absolute discretion, deem fit provided that the aggregate number of shares to be issued does not exceed twenty percent (20%) of the total number of issued shares (excluding treasury shares) of the Company at the time of issue and THAT the Directors be and are also empowered to obtain the approval of Bursa Malaysia Securities Berhad for listing of and quotation for the additional shares so issued and THAT such authority shall continue to be in force until the conclusion of the next annual general meeting of the Company."

**RESOLUTION 7**

**9. ORDINARY RESOLUTION**

**Proposed Renewal of Share Buy-Back Scheme of YLB to purchase its own shares of up to 10% of the total number of issued shares/ total number of voting shares of the Company**

"THAT, subject to the Company's compliance with all applicable rules, regulations, orders and guidelines made pursuant to the Companies Act 2016, the provisions of the Company's Constitution and the requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"), the Company be and is hereby authorised to the fullest extent permitted by law, to buy-back and/or hold from time to time and at any time such amount of ordinary 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 interests of the Company ("Proposed Share Buy-Back") provided that:

- (a) the maximum number of shares which may be purchased and/or held by the Company at any point of time pursuant to the Proposed Share Buy-Back shall not exceed ten percent (10%) of the total number of issued shares of the Company for the time being quoted on Bursa Securities;
- (b) the maximum amount of funds to be allocated by the Company pursuant to the Proposed Share Buy-Back shall not exceed the sum of retained profits of the Company based on its latest audited financial statements and/or the latest management accounts (where applicable) available up to the date of a transaction pursuant to the Proposed Share Buy-Back;

THAT the shares purchased by the Company pursuant to the Proposed Share Buy-Back may be dealt with in all or any of the following manner (as selected by the Company):

- (i) the shares so purchased may be cancelled; and/or
- (ii) the shares so purchased may be retained as treasury shares in accordance with the relevant rules of Bursa Securities for distribution as dividend to the shareholders and/or resell through Bursa Securities and/or subsequently cancelled; and/or
- (iii) part of the shares so purchased may be retained as treasury shares with the remainder being cancelled;

THAT such authority shall commence upon the passing of this resolution, until the conclusion of the next Annual General Meeting of the Company or the expiry of the period within which the next Annual General Meeting is required by law to be held unless revoked or varied by ordinary resolution of the shareholders of the Company in general meeting but so as not to prejudice the completion of a purchase made before such expiry date;

AND THAT the Directors of the Company be and are hereby authorised to take all steps as are necessary or expedient to implement or to give effect to the Proposed Share Buy-Back with full powers to amend and/or consent to any conditions, modifications, variations or amendments (if any) as may be imposed by the relevant governmental/regulatory authorities from time to time and with full power to do all such acts and things thereafter in accordance with the Companies Act 2016, the provisions of the Company's Constitution and the requirements of the Bursa Securities and all other relevant governmental/regulatory authorities."

**RESOLUTION 8**

**10. SPECIAL RESOLUTION**

**Proposed Amendment of Clause in the Constitution of the Company**

"That the Company's existing Clause 11(d) of the Company's Constitution be deleted in its entirety and replaced as set out in **Annexure 1** enclosed herewith and is hereby adopted to include in the Constitution of the Company.

And That the Directors of the Company be and are hereby authorised to do all such acts and things as necessary and/or expedient in order to give full effect to the Proposed Amendment of Clause in the Constitution with full power to amend to any conditions, modifications, and/or amendments as may be required by any relevant authorities to give effect to the Proposed Amendment of Clause in the Constitution of the Company."

**SPECIAL RESOLUTION**

11. To transact any other business for which due notice shall have been given in accordance with the Company's Constitution and the Companies Act 2016.

Further notice is hereby given that for the purpose of determining a member who shall be entitled to attend the Twentieth (20<sup>th</sup>) Annual General Meeting, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **18 August 2020**. Only a depositor whose name appears on the Record of Depositors as at **18 August 2020** shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

By Order of the Board

JULIE LEONG  
 SANTHI A/P SAMINATHAN  
 Secretaries

Johor Bahru  
 27 July 2020

**NOTES:**

**1. Audited Financial Statements**

The audited financial statements are laid in accordance with Section 340(1)(a) of the Companies Act 2016 for discussion only under Agenda 1. They do not require shareholders' approval and hence, will not be put forward for voting.

**2. Form of Proxy**

- i. A member of the Company entitled to attend and vote at the above meeting is entitled to appoint not more than two (2) proxies to attend and vote in his stead. A proxy need not be a member of the Company. There shall be no restriction as to the qualification of the proxy.
- ii. 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.
- iii. Where a member or authorised nominee appoints two (2) proxies, or when an exempt authorised nominee appoints two (2) or more proxies, the appointments shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- iv. The instrument appointing a proxy shall be in writing under the hand of the appointor or of 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.
- v. All forms of proxy must be deposited at the Registered Office of the Company situated at Suite 9D, Level 9, Menara Ansar, 65, Jalan Trus, 80000 Johor Bahru, Johor Darul Ta'zim, Malaysia not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof.
- vi. Please bring along the ORIGINAL of the following documents (whichever applicable) and pass to the staff at registration counter for verification purposes:-
  - (a) Identity Card (NRIC for Malaysian), or
  - (b) Police report (for loss of NRIC for Malaysian), or
  - (c) Passport (for Foreigner).

**3. Explanatory Notes on Special Business**

**i. Proposed authority to issue shares pursuant to Section 75 and 76 of the Companies Act 2016**

Subject to the approval of the Proposed Special Resolution on Proposed Amendment to Clause in the Constitution of the Company, this proposed authority to issue shares, Ordinary Resolution No. 7, if passed, will give the Directors of the Company, from the date of the above Annual General Meeting, authority to issue not more than twenty percent (20%) of the total number of issued shares of the Company. This authority, unless revoked or varied at a general meeting, will expire at the conclusion of the next Annual General Meeting of the Company.

Bursa Malaysia Securities Berhad ("Bursa Securities") has issued letters to listed issuers on 17, 24 and 26 March 2020 on their assistance and support during these challenging times of Covid-19 pandemic. Among the relief measures introduced by Bursa Securities, it reckoned the listed issuers' need to raise fund quickly to ensure long term sustainability and the interest of listed issuers and shareholders. Hence, Bursa Securities as an interim measure, allow listed issuers to seek higher mandate of not more than 20% of the total number of issued shares (excluding treasury shares) for issue of new securities until 31 December 2021. Hence, subject to the approval of the proposed special resolution on amendment to clause in the Constitution of the Company, the Company is renewing this general mandate for 20% of the total number of issued shares at the forthcoming AGM. The mandate sought under Ordinary Resolution No. 7 above is a renewal of an existing mandate and there was no proceed raised since the last renewal was sought.

**ii. Proposed Authority for Renewal of Share Buy-Back**

The Proposed Renewal of Share Buy-Back, Ordinary Resolution No. 8, if passed, will empower the Company to purchase and/or hold up to ten percent (10%) of the total number of issued shares of the Company. This authority, unless revoked or varied at a general meeting, will expire at the next Annual General Meeting of the Company. For further information on the Proposed Renewal of Share Buy-Back, please refer to the Share Buy-Back Statement in the 2019 Annual Report.

**iii. Proposed Amendment of Clause in the Constitution of the Company**

**(Special Resolution)**

The Proposed Special Resolution, if passed, will allow the Company's to utilise the maximum percentage allowed by relevant authorities from time to time for the general mandate to the Company to issue new securities.

Further details relating to this proposed resolution are set out in Annexure 1 enclosed together with this notice of 20<sup>th</sup> AGM.

**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 representatives 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.



Registration Number: 200001013437 ( 516043-K )

**Registered Office:**  
Suite 9D, Level 9, Menara Ansar  
65 Jalan Trus  
80000 Johor Bahru  
Johor Darul Ta'zim  
Malaysia

27 July 2020

## Board of Directors

Dato' Wong Gian Kui (Independent Non -Executive Chairman)  
Ms Anita Chew Cheng Im (Independent Non-Executive Director)  
Ms Wendy Kang Hui Lin (Non-Independent Non-Executive Director)  
Mr Lee Boon Siong (Independent Non-Executive Director)  
Mr Tan Jian Hong, Aaron (Executive Director)

To: Our shareholders

Dear Sir/Madam,

## **PROPOSED AMENDMENT OF CLAUSE 11(d) IN THE CONSTITUTION OF THE COMPANY**

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### 1. INTRODUCTION

On 23 July 2020, the Board has announced to Bursa Securities that the Company proposes to seek shareholders' approval of the Proposed Amendment of Clause 11(d) in the Company's Constitution which is pertaining to the general mandate to issue new securities.

THIS IS TO PROVIDE YOU WITH THE RELEVANT INFORMATION ON THE PROPOSED AMENDMENT OF CLAUSE 11(d) IN THE CONSTITUTION OF THE COMPANY AND TO SEEK YOUR APPROVAL OF THE SPECIAL RESOLUTION PERTAINING TO THE SAID PROPOSAL TO BE TABLED AT THE TWENTIETH ANNUAL GENERAL MEETING ("20<sup>TH</sup> AGM") OF THE COMPANY TO BE HELD AT LOT 7020, BATU 23, JALAN AIR HITAM, 81000 KULAI, JOHOR DARUL TA'ZIM ON TUESDAY, 25<sup>TH</sup> AUGUST 2020 AT 11.00 A.M. THE NOTICE OF THE 20<sup>TH</sup> AGM TOGETHER WITH THE PROXY FORM ARE ENCLOSED HERewith.

### 2. RATIONALE FOR THE PROPOSED AMENDMENT OF CLAUSE 11(d) OF THE CONSTITUTION OF THE COMPANY

Bursa Malaysia Securities Berhad ("Bursa Securities") has issued letters to listed issuers on 17, 24 and 26 March 2020 on their assistance and support during these challenging times of Covid-19 pandemic. Among the relief measures introduced by Bursa Securities, it reckoned the listed issuers' need to raise fund quickly to ensure long term sustainability and the interest of listed issuers and shareholders. Hence, Bursa Securities as an interim measure, allow listed issuers to seek higher mandate of not more than 20% of the total number of issued shares (excluding treasury shares) for issue of new securities until 31 December 2021.

Therefore, the Company propose to amend Clause 11(d) of the Constitution of the Company to allow the Company to utilise the higher mandate of not more than 20% granted by Bursa Malaysia Securities Berhad for the general mandate to issue securities. The proposed amendment as set out in ANNEXURE 1 enclosed, be adopted as the amended clause in the Constitution of the Company in substitution for the existing clause 11(d) pursuant to Section 36(1) of the Act.

**3. APPROVALS REQUIRED**

The Proposed Amendment of Clause in the Constitution of the Company is conditional upon your approval at the forthcoming 20<sup>th</sup> AGM.

**4. EFFECTS OF THE PROPOSED AMENDMENT OF CLAUSE IN THE CONSTITUTION OF THE COMPANY**

The Proposed Amendment of Clause in the Constitution of the Company will allow the Company to utilise the higher mandate for the general mandate to issue securities granted by Bursa Malaysia Securities and any other prevailing laws, guidelines or requirements of the relevant authorities.

**5. DIRECTORS' AND SUBSTANTIAL SHAREHOLDERS' INTERESTS**

None of the Directors or substantial shareholders and/or persons connected with them has any interest, direct or indirect, in the Proposed Amendment of Clause in the Constitution of the Company.

**6. DIRECTORS' STATEMENT AND RECOMMENDATION**

The Board, having considered all aspects of the Proposed Amendment of Clause in the Constitution of the Company, is of the opinion that the said proposal is in the best interest of the Company. As such, the Board recommends the shareholders of Yi-Lai to vote in favour of the special resolution thereof to be tabled at the 20<sup>th</sup> AGM.

**7. FURTHER INFORMATION**

You are advised to refer to the enclosed Annexure 1 for the proposed amendment to the Clause 11(d) of the Company's Constitution to be adopted by the Company for further information.

Yours faithfully  
For and on behalf of the Board of Directors of  
YI-LAI BERHAD

Dato' Wong Gian Kui  
*Independent Non-Executive Chairman*

# ANNEXURE 1

## PROPOSED AMENDMENT OF CLAUSE IN THE CONSTITUTION OF THE COMPANY



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This is the Annexure 1 referred to in the Notice of the 20<sup>th</sup> AGM dated 27 July 2020

<b>Date and time of the 20<sup>th</sup> AGM</b>	<b>:</b>	<b>Tuesday, 25<sup>th</sup> August 2020 at 11.00 a.m.</b>
<b>Venue of the AGM</b>	<b>:</b>	<b>Lot 7020, Batu 23, Jalan Air Hitam, 81000 Kulai, Johor Darul Ta'zim.</b>

Existing Clause 11(d) of the Company's Constitution	Amendment to Clause 11(d) of the Company's Constitution
<p>without limiting the generality of Section 76 of the Act, the Company must not issue any ordinary shares or other securities with rights of conversion to ordinary shares if those shares or securities, when aggregated with any such shares or securities which the Company has issued during the preceding twelve (12) months, exceeds <b>ten per centum (10%)</b> of the issued shares (excluding treasury shares, if any) of the Company, except where the shares or securities are issued with the prior shareholders' approval in a general meeting of the precise terms and conditions of the issue; and;</p>	<p>without limiting the generality of Section 76 of the Act, the Company must not issue any ordinary shares or other securities with rights of conversion to ordinary shares if those shares or securities, when aggregated with any such shares or securities which the Company has issued during the preceding twelve (12) months, exceeds <b>ten per centum (10%) or any other threshold granted by relevant authorities from time to time</b> of the issued shares (excluding treasury shares, if any) of the Company, except where the shares or securities are issued with the prior shareholders' approval in a general meeting of the precise terms and conditions of the issue; and;</p>

**YI-LAI BERHAD**  
**Registration No. 200001013437 (516043-K)**  
(Incorporated in Malaysia)

**FORM OF PROXY**

**CDS Account No.**<sup>(i)</sup> \_\_\_\_\_

I/We, \_\_\_\_\_ (NRIC No. \_\_\_\_\_ )  
of \_\_\_\_\_ being a  
member/members of **YI-LAI BERHAD** (“the Company”) do hereby appoint  
\_\_\_\_\_ (NRIC No. \_\_\_\_\_ ) of

or failing him/her, \_\_\_\_\_ (NRIC No. \_\_\_\_\_ )  
of \_\_\_\_\_

or failing him/her, the Chairman of the Meeting, as my/our proxy to vote for me/us and on my/our behalf at the Twentieth Annual General Meeting of the Company to be held at Lot 7020, Batu 23, Jalan Air Hitam, 81000 Kulai, Johor Darul Ta’zim on Tuesday, 25<sup>th</sup> August 2020 at 11.00 a.m. and at any adjournment thereof.

Please indicate clearly with an “X” where appropriate against each resolution how you wish your proxy to vote. If no specific direction to voting is given, the proxy will vote or abstain at his/her discretion.

NO.	RESOLUTION	FOR	AGAINST
Ordinary Resolution 1	Approval of Directors’ fees for financial year ended 31 December 2019		
Ordinary Resolution 2	Approval of Directors’ fees for financial year ending 31 December 2020 to be payable quarterly in arrears		
Ordinary Resolution 3	Approval of Directors’ benefits		
Ordinary Resolution 4	Re-election of retiring Director in accordance with the Company’s Constitution – Wendy Kang Hui Lin		
Ordinary Resolution 5	Re-election of retiring Director in accordance with the Company’s Constitution – Lee Boon Siong		
Ordinary Resolution 6	Re-appointment of KPMG PLT as Auditors and authorise the Directors to fix their remuneration		
Ordinary Resolution 7	Empower directors to issue shares pursuant to Section 76 of the Companies Act 2016.		
Ordinary Resolution 8	Approval of Proposed Renewal of Share Buy-Back		
Special Resolution	Approval for Proposed Amendment of Clause in the Company’s Constitution		

(i) Applicable to shares held through a nominee account  
\* Delete where applicable

For appointment of 2 proxies, percentage of shareholdings to be represented by the proxies:-

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020

	No. of shares	Percentage
Proxy 1		
Proxy 2		
<b>Total</b>		<b>100%</b>

\_\_\_\_\_  
Signature/ Common Seal of Member



## NOTES:

- i. A member of the Company entitled to attend and vote at the above meeting is entitled to appoint not more than two (2) proxies to attend and vote in his stead. A proxy need not be a member of the Company. There shall be no restriction as to the qualification of the proxy.
- ii. 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.
- iii. Where a member or authorised nominee appoints two (2) proxies, or when an exempt authorised nominee appoints two (2) or more proxies, the appointments shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- iv. The instrument appointing a proxy shall be in writing under the hand of the appointor or of 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.
- v. All forms of proxy must be deposited at the Registered Office of the Company situated at Suite 9D, Level 9, Menara Ansar, 65, Jalan Trus, 80000 Johor Bahru, Johor Darul Ta’zim, Malaysia not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof.
- vi. Only members registered in the Record of Depositors as at **18 August 2020** shall be eligible to attend the meeting or appoint a proxy to attend, participate, speak and vote on his behalf.

## PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s), the member accepts and agrees to the personal data privacy terms set out in the Notice of Twentieth (20<sup>th</sup>) Annual General Meeting dated 27 July 2020.

*Fold this flap for sealing*

*Then fold here*

AFFIX  
STAMP

The Company Secretary  
**YI-LAI BERHAD**  
Registration No. 200001013437 (516043-K)  
Suite 9D, Level 9  
Menara Ansar  
65 Jalan Trus  
80000 Johor Bahru  
Johor, Malaysia

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**20th ANNUAL GENERAL MEETING OF YI-LAI BERHAD**  
**REGISTRATION NO. 200001013437 (516043-K)**

**AGM GUIDELINES**

DATE : Tuesday, 25 August 2020

TIME : 11.00 a.m.

VENUE OF MEETING : Lot 7020, Batu 23, Jalan Air Hitam, 81000 Kulai, Johor Darul Ta'zim

TIME OF REGISTRATION : From 9:30 a.m. onwards

**COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES**

The Board of Directors ("Board") is cognisant of the Covid-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company's members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company's Twentieth Annual General Meeting ("20<sup>th</sup> AGM").

In view of the Covid-19 pandemic and further to the "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission, members/proxies/corporate representatives who wish to attend the 20th AGM in person **ARE REQUIRED TO PRE-REGISTER ("RSVP")** with the Company's share registrar, Tricor Investor & Issuing House Services Sdn Bhd ("Share Registrar", "Tricor", or "TIIH"), via the **TIIH Online** website at <https://tiih.online> no later than **Sunday, 23 August 2020 at 11.00 a.m.** Kindly refer to the RSVP procedures below. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM.

**VENUE AND SEATING ARRANGEMENT**

- As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the venue.
- In order to assist the Company in managing the turnout for the 20th AGM, members/proxies/corporate representatives are required to pre-register with the Company's share registrar, via the **TIIH Online** website at <https://tiih.online>, if the members/proxies/corporate representatives wish to attend the 20th AGM in person.
- Social distancing would be practised at all times. Members who attend the 20th AGM should maintain at least 1 metre (3 feet) distance between him/herself.
- Seats in the 20<sup>th</sup> AGM venue would be placed at least one metre (3 feet) apart from one another.

## OTHER IMPORTANT INFORMATION

- If any of the members/proxies/corporate representatives (“Persons”) have travelled overseas to China (including mainland China, SAR Hong Kong, SAR Macau and Taiwan), Italy, Iran, Korea, Japan and other affected countries in the past 14 days or if a Person is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the AGM.
- Generally, any Persons who:
  - (a) feel unwell before the 20th AGM; or
  - (b) have been placed on quarantine orders or stay-at-home notices; or
  - (c) have a travel history to certain countries/regions in the specified period preceding the 20th AGM, as announced by the Ministry of Health, must not attend the 20th AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the AGM.
- For Persons who are physically attending the 20th AGM, temperature screening on each Person will be taken during registration and the Persons will be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the venue of the 20th AGM.
- As a precautionary measure, the Company reserves the right to deny any Persons with body temperature of above 37.5°C or with symptoms of respiratory illness such as coughing and sneezing entry into the 20th AGM venue.
- Any Persons attending the 20th AGM physically should wear a face mask in advance and throughout the 20th AGM and practice proper self-sanitisation, including the use of hand sanitisers.

## INDIVIDUAL MEMBERS

- All Members who intend to attend the 20th AGM in person **ARE REQUIRED TO PRE-REGISTER (“RSVP”)** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by Sunday, 23 August 2020 at 11.00 a.m. Kindly refer to the RSVP procedures below.

Members who are unable to attend the AGM and who wish to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on their behalf by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

## CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 20th AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than **Sunday, 23 August 2020 at 11.00 a.m.**
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Sunday, 23 August 2020 at 11.00 a.m.** to attend and vote at the 20th AGM.
- **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 20th AGM must request his/her proxy/attorney/corporate representative to submit their RSVP at TIIH Online website at <https://tiih.online>.**
- If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 20th AGM you may appoint 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.

## PRE-REGISTER RSVP PROCEDURES

- Shareholders are required to register ahead of the 20th 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 20th AGM via the TIIH Online website at <https://tiih.online> :
  - Log in to the 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) YI-LAI 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 **18 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 **18 August 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 20th AGM.

In view of the constant evolving COVID-19 situation in Malaysia, shareholders are reminded to monitor the Company’s website and announcements from time to time for any changes to the 20<sup>th</sup> AGM arrangement.

## ENQUIRY

If you have any enquiry prior to the meeting, you may contact the following persons during office hours:-

<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd. (Share Registrar)</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>Contact Details</b>
	<i>Telephone</i>	603-2783 9299
	<i>Fax</i>	603-2783 9222
	<i>Email</i>	<i>is.enquiry@my.tricorglobal.com</i>

<b>Boardroom Corporate Services Sdn. Bhd. (Secretary)</b> <i>Registration No. 196001000110 (3775-X)</i> Suite 9D, Level 9, Menara Ansar 65 Jalan Trus 80000 Johor Bahru Johor Darul Takzim Malaysia		<b>Contact Details</b>
	<i>Telephone</i>	607-2241035
	<i>Fax</i>	607-2210891
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