

ADMINISTRATIVE GUIDE

IN RESPECT OF THE FOURTH ANNUAL GENERAL MEETING (“4TH AGM”) TO BE HELD VIA AN ONLINE PLATFORM

DATE: Monday, 16 November 2020	TIME: 10.00 a.m.	BROADCAST VENUE: Conference Room, Nova Laboratories Sdn Bhd, Lot 708, Nova Avenue, 4th Mile, 43950 Sungai Pelek, Selangor Darul Ehsan, Malaysia
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General Meeting Record of Depositors

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 11 November 2020 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the AGM or appoint proxy(ies) to attend and/or vote on his(her) behalf.

Proxy

2. A member entitled to participate and vote remotely at the 4th AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the Annual General Meeting via Virtual Meeting Facilities on 16 November 2020, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing a proxy must be deposited at the Company's Registered Office at Level 2, Tower 2, Avenue 5, Bangsar South City, 59200 Kuala Lumpur not less than twenty-four (24) hours before the time appointed for holding the AGM or adjourned general meeting at which the person named in the appointment proposes to vote.

Poll Voting

5. The voting at the 4th AGM will be conducted by poll in accordance with the Company's Constitution. The Company has appointed HMC CORPORATE SERVICES SDN BHD as Poll Administrator to conduct the poll by way of online voting and USearch Management Services as Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 4th AGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code will be displayed upon the declaration of poll voting by the Chairman. Upon completion of the voting session for the 4th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the 4th AGM using the Virtual Meeting Facilities. Please refer to item 10 on the registration link.

8. For Corporate Shareholders, please provide the following documents to HMC Corporate Services Sdn Bhd no later than **Friday, 13 November 2020 at 10:00 a.m.**:-

(a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and

(b) Corporate Representative's e-mail address and mobile number.

Upon receipt of such documents, HMC Corporate Services Sdn Bhd will liaise with yourselves on the participation link.

9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the 4th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 4th AGM via the Virtual Meeting Facilities. Please submit the duly executed proxy form to Registered Office at Level 2, Tower 2, Avenue 5, Bangsar South City, 59200 Kuala Lumpur no later than **Sunday, 15 November 2020 at 10:00 a.m.** and register your proxy via the Registration Link below.

10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting facilities:

BEFORE THE AGM		
(a)	REGISTRATION	<ul style="list-style-type: none"> Please click on the following link to register yourself as Shareholder for verification of attendance purpose. Registration Link: https://bit.ly/3jZbUr3 Corporate Representative and Beneficiary Owner of an Exempt Nominee who have forwarded their documents in accordance with the manners stipulated in items 8 and 9 above may register yourself using the link above for verification of attendance purpose.
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> You may submit any questions online via https://bit.ly/2l8OmTc or by scanning the QR Code below and to submit your questions accordingly: 
ON THE AGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> Click on the participation link which was provided to you via e-mail. Sharing of participation is strictly prohibited. If you have any question to be raised during the meeting, you may submit by using the Q and A box. The Chairman/Board will address the questions submitted prior or during the AGM accordingly.

(e)	ONLINE VOTING	<ul style="list-style-type: none"> The QR Code for the Online will be displayed upon the Commencement of the AGM. Voting shall commence upon the declaration of poll voting by the Chairman until a time when the Chairman announces the closing of the voting session at the 4th AGM venue.
(f)	CLOSURE	The 4th AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

ENQUIRY

If you have any enquiry or require any assistance before or during the 4th AGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

HMC CORPORATE SERVICES SDN BHD
Registration No. 199601006647 (378993-D)
Level 2, Tower 1, Avenue 5
Bangsar South City
59200 Kuala Lumpur
Tel : 603-2241 5800
Mobile/WhatsApp: 017 388 3989
Fax : 603-2282 5022
Email : office365support@hmc.my
Contact Person: HMC Virtual Meeting Administrator