

11 November 2020

Dear Shareholders of FoundPac Group Berhad,

NOTIFICATION ON THE CHANGE OF MODE OF MEETING FOR THE 5TH ANNUAL GENERAL MEETING (“5TH AGM” or “Meeting”)

FoundPac Group Berhad (“FPGROUP” or “the Company”) had on 19 October 2020 announced that its 5th AGM will be held on Wednesday, 18 November 2020.

On 7 November 2020, the Government of Malaysia announced an imposition of a conditional movement control order from 9 November 2020 to 6 December 2020 across all states in Peninsular Malaysia, except for Perlis, Pahang and Kelantan. As such, the Board of Directors of FPGROUP has decided that the 5th AGM will be conducted as scheduled on a FULLY VIRTUAL basis through live streaming from the Broadcast Venue and online remote voting:-

5TH AGM (FULLY VIRTUAL BASIS)		
Date: Wednesday, 18 November 2020	Time: 9.00 a.m.	Broadcast Venue: Conference Room of FoundPac Group Berhad Plot 35, Hilir Sungai Keluang 2 Bayan Lepas Industrial Estate Non-Free Industrial Zone Phase IV 11900 Bayan Lepas, Penang (New)
<p>I. As no shareholders from the public should be physically present at the Broadcast Venue, we urge all shareholders to attend the 5th AGM remotely using the Remote Participating and Voting (“RPV”) facilities provided by <i>AGRITEUM</i> Share Registration Services Sdn. Bhd. via its website at www.agriteum.com.my.</p> <p>II. With the RPV facilities, you may exercise your right as a shareholder of the Company to participate and vote at the 5th AGM from anywhere regardless of your location.</p> <p>III. Shareholders may use the Q&A facility to transmit questions real time during the Meeting. Shareholders may also send questions before the Meeting to corporate@foundpac.com in relation to the agenda items for the 5th AGM.</p>		

Save for the aforesaid revision, all the agenda, explanatory note on special business and notes as stated in the Notice of 5th AGM dated 20 October 2020 shall remain unchanged.

Please also refer to the enclosed revised Administrative Guide for further details in relation to the remote participation of the fully virtual 5th AGM, a copy of the same has been published on our website at http://www.foundpac.com/investor_relations/agm_egm.

Should you have any queries on the foregoing, kindly please do not hesitate to contact the following personnel:-

Ms. Michelle Tan
FoundPac Group Berhad
Tel: 604-6309336
E-mail: corporate@foundpac.com

Ms. Chin or Ms. Ng
AGRITEUM Share Registration Services Sdn. Bhd.
Tel: 604-2282321
E-mail: agriteumsrs@gmail.com

Thank you for your continuous support.

Yours faithfully,

Ong Choon Heng
Executive Director/Chief Executive Officer

**ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS OF FOUNDPAC GROUP BERHAD
ON THE CONDUCT OF A FULLY VIRTUAL 5TH ANNUAL GENERAL MEETING**

a) Remote Participation and Voting (“RPV”)

As no shareholder from the public should be physically present at the Broadcast Venue, we urge all shareholders to attend the 5th Annual General Meeting (“5th AGM” or “Meeting”) remotely using the RPV facilities provided by *AGRITEUM* Share Registration Services Sdn. Bhd. (“*AGRITEUM*”) via its website at www.agriteum.com.my. Please refer to item (e) on the procedures for the RPV facilities.

b) General Meeting Record of Depositors (“ROD”)

For the purpose of determining a member who shall be entitled to attend and vote at the 5th AGM, the Company shall be requesting the ROD as at **11 November 2020**. Only a depositor whose name appears on the ROD as at **11 November 2020** shall be entitled to attend, speak and vote at the Meeting or appoint proxy(ies) to attend, speak and vote on his/her behalf.

c) Proxy

If a shareholder is not able to participate in the 5th AGM remotely, he/she is strongly encouraged to appoint the Chairman of the Meeting as his/her proxy and pre-casted the voting instructions in the Proxy Form. The instrument appointing a proxy must be deposited at the Registered Office of the Company at 57-G Persiaran Bayan Indah, Bayan Bay, Sungai Nibong, 11900 Penang. For individual members, the proxy form may be deposited via fax at +604-643 8911 or emailed to sec@rtalliance.com at least twenty-four (24) hours before the time set for holding the Meeting, i.e. 17 November 2020, 9:00 a.m. or any adjournments thereof.

Corporate representatives/Authorised Nominees/Exempt Authorised Nominees who wish to use the RPV facilities at the 5th AGM have to ensure the duly executed Proxy Forms or the original certificate of appointment of its corporate representative is to be deposited to the Registered Office of the Company at 57-G Persiaran Bayan Indah, Bayan Bay, Sungai Nibong, 11900 Penang, not later than at least twenty-four (24) hours before the time set for holding the Meeting, i.e. 17 November 2020, 9:00 a.m. or any adjournments thereof. Proxy Forms or the original certificate of appointment of its corporate representative transmitted by facsimile or electronic mail will not be accepted unless the original copy is received at the Registered Office.

The instrument appointment a proxy that has been deposited at the Company’s Registered Office prior to this the Notification Letter dated 11 November 2020 shall remain valid, unless a new instrument appointing a proxy is deposited at the Company’s Registered Office which will supersede the previous instrument deposited (if any).

d) Poll Voting

The voting at the Meeting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed *AGRITEUM* as Poll Administrator to conduct the poll by way of electronic voting and Symphony Merchant Sdn. Bhd. as Independent Scrutineers to verify the poll results.

Shareholders can proceed to ballot on the resolutions and submit your votes at any time from the commencement of the respective voting session to be announced by the Chairman of the Meeting and before the end of the voting session which will be announced by the Chairman of the Meeting. Upon completion of the voting session for the Meeting, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

e) The procedures for the RPV facilities are as summarized below:-

Procedures	Actions
Before the 5th AGM day	
a) Register as a user <i>This is a ONE-TIME free registration. If you are already a registered user of RPV facilities of AGRITEUM, you need not register again</i>	<ul style="list-style-type: none"> • Access website www.agriteum.com.my • Click <<Login>> and click <<Register>> to sign up as a user. • Complete registration and upload softcopy of MyKAD (front and back) or Passport. • Read and agree to the terms & conditions and thereafter submit your request. • Please enter a valid email address and wait for email verification from AGRITEUM. • Your registration will be verified and approved and an email notification will be provided.
On the 5th AGM day, 18 November 2020	
b) Login in to www.agriteum.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 5th AGM at any time from 8:30 a.m. i.e. 30 minutes before the commencement of 5th AGM on Wednesday, 18 November 2020 at 9:00 a.m.
c) Participating through Live Stream	<ul style="list-style-type: none"> • Select "Virtual Meeting" from main menu. • Click "Join Meeting" located next to the event. • Kindly click the video link and insert the password given to you via email notification from the RPV facilities in order to join the live video streaming. • If you have any question for the Chairman or the Board, you may use the Q&A facility to transmit your question. The Chairman or the Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the conclusion of the 5th AGM. • Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the participants.
d) Online remote voting	<ul style="list-style-type: none"> • Select "Voting" located next to the "Join Meeting" and indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the Meeting. • Cast your vote on all resolutions as appeared on the screen and submit your vote. Once submitted, your vote will be final and cannot be changed.
e) End of RPV facilities	<ul style="list-style-type: none"> • The RPV facilities will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the AGM.

If you have any enquiry prior to the Meeting, please contact the following personnel: -

Ms. Michelle Tan
 FoundPac Group Berhad
 Tel: +604-630 9336
 E-mail: corporate@foundpac.com.

Ms. Chin or Ms. Ng
 AGRITEUM Share Registration Services Sdn. Bhd.
 Tel: +604-228 2321
 E-mail: agriteumsrs@gmail.com