

SCOPE

SCOPE INDUSTRIES BERHAD
[Registration No.: 200201023713 (591376-D)]
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE AND VENUE OF MEETING FOR THE EIGHTEENTH ANNUAL GENERAL MEETING (“18th AGM”) OF SCOPE INDUSTRIES BERHAD (“SCOPE” OR “THE COMPANY”)

On 28 October 2020, Scope has issued a notice of 18th AGM scheduled to be held at O&G Hotel, Conference Room 1, 1-L1-6, Jalan Wawasan 2, Taman Wawasan Jaya, 34200 Parit Buntar, Perak on Thursday, 26 November 2020 at 11:00 a.m.

On 7 November 2020, the Government of Malaysia announced the enforcement of the Conditional Movement Control Order (“**CMCO**”) effective from 9 November 2020 to 6 December 2020 to curb the spread of the COVID-19 in Malaysia.

In view of the COVID-19 outbreak and as part of the safety measures, the 18th AGM of the Company will now be conducted **entirely virtual through live streaming from the Broadcast Venue (as set out below) and online remote voting**. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, including any amendment that may be made from time to time.

All the details of the 18th AGM shall remain unchanged and valid, save for the mode of meeting and the Broadcast Venue as set out below. Hence, a revised Notice and Proxy Form of the 18th AGM will not be issued.

Date & Time : **Thursday, 26 November 2020 at 11.00 a.m.**
Broadcast Venue : **Meeting Room, Scope Manufacturers (M) Sdn. Bhd.
Lot 6181 Jalan Perusahaan 2
Kawasan Perindustrian Parit Buntar
34200 Parit Buntar, Perak**
Meeting Platform : **TIIH Online website at <https://tiih.online>**

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Members/ proxies/ authorised representatives/ attorneys **WILL NOT BE ALLOWED** to attend the 18th AGM in person at the Broadcast Venue on the day of the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 18th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 18th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Thank you for your continued support to the Company.

Yours faithfully
SCOPE INDUSTRIES BERHAD

LIM CHIOW HOO
Managing Director

12 November 2020

REVISED ADMINISTRATIVE GUIDE FOR THE 18TH AGM

1. REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 18th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedure for RPV.

Only members whose names appear in the **Record of Depositors as at 19 November 2020** shall be entitled to participate and vote remotely at the 18th AGM or appoint proxy to participate and vote on his/her behalf.

As the 18th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

2. PROCEDURE FOR RPV

Members/proxies/ corporate representatives / attorneys who wish to participate the 18th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE 18TH AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none">Registration is open from Thursday, 12 November 2020 up to Thursday, 26 November 2020.Login with your user ID and password and select the corporate event: “(REGISTRATION) SCOPE INDUSTRIES BERHAD 18TH AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Select “Register for Remote Participation and Voting”.Review your registration and proceed to register.System will send an e-mail to notify that your registration for remote participation is received and will be verified.After verification of your registration against the General Meeting Record of Depositors dated 19 November 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 18th AGM remotely).</i></p>
ON THE DAY OF THE 18TH AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none">Login with your user ID and password for remote participation at the 18th AGM at any time from 10.30 a.m. i.e. 30 minutes before the commencement of the 18th AGM on Thursday, 26 November 2020 at 11.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none">Select the corporate event: “(LIVE STREAM MEETING) SCOPE INDUSTRIES BERHAD 18TH AGM” to engage in the proceedings of the 18th AGM remotely.If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by remote participants during the 18th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none">Voting session commences from 11.00 a.m. on Thursday, 26 November 2020 until a time when the Chairperson announces the completion of the voting session of the 18th AGM.Select the corporate event: “(REMOTE VOTING) SCOPE INDUSTRIES BERHAD 18TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.Read and agree to the Terms & Conditions and confirm the Declaration.Select the CDS account that represents your shareholdings.Indicate your votes for the resolutions that are tabled for voting.Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none">Upon the announcement by the Chairperson on the closure of the 18th AGM, the live streaming will end.

REVISED ADMINISTRATIVE GUIDE FOR THE 18TH AGM (Cont'd)

2. PROCEDURE FOR RPV (Cont'd)

Note to users of the RPV facilities:

1. Should your application to join the meeting be approved we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tih.online@my.tricorglobal.com for assistance.

3. APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

Members who appoint proxy/proxies to participate in the 18th AGM via RPV must ensure that the duly executed proxy forms are deposited in a hard copy form at the Registered Office of the Company, 51-13-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang. no later than Tuesday, 24 November 2020 at 11.00 a.m.

Corporate representatives of corporate members must deposit their **ORIGINAL** certificate of appointment of corporate representative at the Registered Office of the Company, 51-13-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang not later than **Tuesday, 24 November 2020 at 11.00 a.m.** to participate via RPV in the 18th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at the Registered Office of the Company, 51-13-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang not later than **Tuesday, 24 November 2020 at 11.00 a.m.** to participate via RPV in the 18th AGM.

A member who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this 18th AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIH Online website at <https://tih.online>.

4. POLL VOTING

The voting at the 18th AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time **from 11.00 a.m. on Thursday, 26 November 2020** until a time before the end of voting session which will be announced by the Chairman of the meeting. Kindly refer to item (2)(e) of the above Procedure for RPV for guidance on how to vote remotely from TIH Online website at <https://tih.online>.

Upon completion of the voting session for the 18th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

5. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board in advance of the 18th AGM via Tricor's TIH Online website at <https://tih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **11.00 a.m. on Tuesday, 24 November 2020**. The Board will endeavor to answer the questions received at the 18th AGM.

6. NO DOOR GIFT/FOOD VOUCHER

There will be **NO** door gifts or food vouchers for attending the 18th AGM.

7. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are **STRICTLY PROHIBITED** at the 18th AGM.

REVISED ADMINISTRATIVE GUIDE FOR THE 18TH AGM (Cont'd)

8. ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact Persons:

Ms Nur Qaisara Naaila : +603 - 2783 9272 / Nur.Qaisara.Naaila@my.tricorglobal.com

Ms Nor Faeayzah : +603 - 2783 9274 / Nor.Faeayzah@my.tricorglobal.com

Mr Ang Wai Meng : +603 - 2783 9281 / Wai.Meng.Ang@my.tricorglobal.com