



**PAOS HOLDINGS BERHAD**  
Registration No. 199701037036 (452536-W)  
Incorporated in Malaysia

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF HOLDING  
TWENTY THIRD ANNUAL GENERAL MEETING**

Dear Shareholders of **PAOS HOLDINGS BERHAD** [Registration No. 199701037036 (452536-W)],

On 29 September 2020, PAOS HOLDINGS BERHAD (“the Company”) had issued a notice of Twenty Third Annual General Meeting (“23<sup>rd</sup> AGM”) scheduled to be held at BEST WESTERN i-City Shah Alam, A-GF-01, No. 6, Persiaran Multimedia, CityPark, i-City, 40000 Shah Alam, Selangor Darul Ehsan on 27 November 2020, Friday at 10.30 a.m.

On 7 November 2020, the Government of Malaysia announced the enforcement of the Conditional Movement Control Order effective from 9 November 2020 to 6 December 2020 to curb the spread of Covid-19 in Malaysia.

In view of Covid-19 outbreak and part of the safety measures, the Board of Directors of the Company wishes to inform that the 23<sup>rd</sup> AGM of the Company will be conducted **on a fully virtual basis through live streaming and Remote Participation and Electronic Voting facilities** on 27 November 2020 as scheduled. **For the avoidance of doubt, a physical 23<sup>rd</sup> AGM will no longer be applicable.**

All details of the 23<sup>rd</sup> AGM shall remain unchanged and valid. Hence, a revised Notice and Proxy Form of the 23<sup>rd</sup> AGM will not be issued.

 Date of 23 <sup>rd</sup> AGM <b>Friday, 27 November 2020</b>	 Broadcast Venue <b>BEST WESTERN i-City Shah Alam A-GF-01, No. 6, Persiaran Multimedia CityPark, i-City, 40000 Shah Alam Selangor Darul Ehsan</b>
 Time <b>10.30 a.m.</b>	

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue. **No member or proxy shall be physically present nor admitted at the Broadcast Venue on the day of the 23<sup>rd</sup> AGM.**

To attend the 23<sup>rd</sup> AGM remotely, all shareholders will have to register for Remote Participation and Electronic Voting via <https://boardroomlimited.my>. Please refer to the **Administrative Guide for the 23<sup>rd</sup> AGM** published on the Group’s website at [www.paos.com.my](http://www.paos.com.my) and Bursa Malaysia Securities Berhad’s website at <https://www.bursamalaysia.com> for detail information in relation to fully virtual 23<sup>rd</sup> AGM.

If you need any assistance, kindly contact our Share Registrar, Boardroom Share Registrars Sdn Bhd at 03-7890 4700 or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com).

Yours faithfully,

**Lim Chang Ching**  
Executive Chairman  
13 November 2020



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Registration No. 199701037036 (452536-W)  
Incorporated in Malaysia

Administrative Guide for the Twenty Third Annual General Meeting (“23<sup>rd</sup> AGM”)

Date of 23 <sup>rd</sup> AGM	Friday, 27 November 2020
Time	10.30 a.m.
Broadcast Venue	BEST WESTERN i-City Shah Alam A-GF-01, No. 6, Persiaran Multimedia CityPark, i-City, 40000 Shah Alam Selangor Darul Ehsan

**Mode Of Meeting**

On 29 September 2020, PAOS HOLDINGS BERHAD (“the Company”) had issued a notice of 23<sup>rd</sup> AGM scheduled to be held at BEST WESTERN i-City Shah Alam, A-GF-01, No. 6, Persiaran Multimedia, CityPark, i-City, 40000 Shah Alam, Selangor Darul Ehsan on 27 November 2020, Friday at 10.30 a.m.

Due to the enforcement of the Conditional Movement Control Order from 9 November 2020 to 6 December 2020, the 23<sup>rd</sup> AGM will be conducted on a fully virtual basis through live streaming and Remote Participation and Electronic Voting facilities which are available through the Company’s Share Registrar Portal at <https://web.lumiagm.com>.

The Chairman of the 23<sup>rd</sup> AGM will be at the Broadcast Venue in compliance with Section 327(2) of the Companies Act 2016. No member or proxy shall be physically present nor admitted at the Broadcast Venue on the day of the 23<sup>rd</sup> AGM.

**Entitlement to Participate and Vote**

Only members whose names appear in the Record of Depositors on 20 November 2020 (General Meeting Record of Depositors) shall be eligible to participate in the 23<sup>rd</sup> AGM or appoint proxy(ies) to participate, speak and /or vote on his/her behalf.

As guided by the Securities Commission’s Guidance and FAQs on the Conduct of General Meetings for Listed Issuers that was issued on 18 April 2020 and subsequently revised on 14 May 2020, 9 June 2020 and 13 October 2020, the right to speak is not limited to verbal communication only but includes other modes of expression. Therefore, all members or proxies shall communicate with the main venue of the 23<sup>rd</sup> AGM via real time submission of typed texts through a text box within the meeting platform during the live streaming of the 23<sup>rd</sup> AGM or email questions to [info@paos.com.my](mailto:info@paos.com.my) prior to the 23<sup>rd</sup> AGM.

**Appointment of Proxy**

Members are encouraged to go online, participate and vote at the 23<sup>rd</sup> AGM via remote participation. If you are unable to attend the 23<sup>rd</sup> AGM, you are encouraged to appoint a proxy or 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.

Please take note that you **must** complete the Proxy Form for the 23<sup>rd</sup> AGM should you wish to appoint a proxy(ies). Please ensure the original Proxy Form is deposited at the registered office at 308, Block A (3rd Floor), Kelana Business Centre, 97, Jalan SS7/2, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan **not later than Wednesday, 25 November 2020, 10.30 a.m.**, 48 hours before the time appointed for holding the 23<sup>rd</sup> AGM.

Corporate shareholders, authorised nominees and exempt authorised nominees are to refer to “Step 2 – Submit Request for Remote Participation User ID and Password” below.




### **Revocation of Proxy**

If you decide to change your proxy or wish to participate in the 23<sup>rd</sup> AGM by yourself after you have deposited the Proxy Form, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy **not later than Wednesday, 25 November 2020, 10.30 a.m.**, 48 hours before the 23<sup>rd</sup> AGM.

### **Poll Voting**

The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd (“BoardRoom”) as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and will appoint Scrutineers to verify the poll results.

### **E-Voting Procedure**

1. During the 23<sup>rd</sup> AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
2. E-voting could be carried out via the following voting devices:-
  - a. Personal smart mobile phones  ;
  - b. Tablets  ; or
  - c. Laptops  ;
3. There are 3 methods for members and proxies to use either one of the above devices to vote:-
  - a. Download the free **Lumi AGM** from Apple App Store or Google Play Store prior to the meeting **OR**
  - b. Using QR Scanner Code given in the email to you **OR**
  - c. Using website URL: <https://web.lumiagm.com>
4. The polling will only commence after the announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
5. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter, and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

## Registration for Remote Participation and Electronic Voting

Step-by-step procedure for registration:-

<b>Before the day of the 23<sup>rd</sup> AGM</b>
<p><b>Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)</b></p> <p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and Password.]</i></p> <ol style="list-style-type: none"><li>a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li><li>c. Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG or PNG format</li><li>d. Please enter a valid email address, contact number, and password to complete the registration.</li><li>e. Your registration will be verified and approved within one business day and an email notification will be sent to you.</li></ol>
<p><b>Step 2 – Submit Request for Remote Participation User ID and Password</b></p> <p><i>[Note: The registration for remote access will be opened on <b>13 November 2020 (Date of change of AGM mode from physical to virtual meeting)</b>. Please note that the <b>closing date to submit your request is on 25 November 2020 at 10.30 am.</b>]</i></p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"><li>- Login to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using your User ID and Password above.</li><li>- Select "<b>VIRTUAL MEETING</b>" from the main menu and select the correct Corporate Event "<b>PAOS HOLDINGS BERHAD TWENTY-THIRD (23<sup>rd</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>".</li><li>- Read and agree to the terms &amp; condition.</li><li>- Enter your CDS Account and thereafter submit your request.</li></ul> <p><b>Corporate Shareholders</b></p> <ul style="list-style-type: none"><li>- Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request; and</li><li>- Provide a photocopy of the corporate representative's MyKAD (front and back) or passport in JPEG or PNG format together with his/her email address.</li></ul> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"><li>- Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Proxy Form to submit the request; and</li><li>- Provide a photocopy of the proxy holder's MyKAD (front and back) or passport in JPEG or PNG format together with his/her email address.</li></ul> <ol style="list-style-type: none"><li>a. You will receive a notification from BoardRoom that your request has been received and is being verified.</li><li>b. Upon system verification against the General Meeting Record of Depositors as at 20 November 2020, you will receive an email from BoardRoom either approving or rejecting your registration for remote participation.</li><li>c. If your registration is approved, you will receive your remote access user ID and password in the same email from BoardRoom after the closing date.</li><li>d. Please note that the <b>closing date to submit your request is at 10.30 a.m. on 25 November 2020</b> (48 hours before the commencement of 23<sup>rd</sup> AGM).</li></ol>

### On the day of the 23<sup>rd</sup> AGM

#### Step 3 – Login to Virtual Meeting Portal

*[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- a. The Virtual Meeting portal will be opened for **login starting from 9.30 a.m. on 27 November 2020 (23<sup>rd</sup> AGM to commence at 10.30 a.m.)**.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2(c) above)
- c. The steps will also guide you how to view live web cast, ask questions and vote.

#### Step 4 – Participate

*[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]*

- a. If you would like to view the live webcast, select the broadcast icon.
- b. If you would like to ask a question during the 23<sup>rd</sup> AGM, select the messaging icon.
- c. Type your message within the chat box, once completed click the send button.

#### Step 5 – Voting

- a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.
- b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
- c. To change your vote, simply select another voting direction.
- d. If you wish to cancel your vote, please press “Cancel”.
- e. Upon the announcement by the Chairman on the closure of the 23<sup>rd</sup> AGM, the live webcast will end and the Messaging window will be disabled.

#### Participation at 23<sup>rd</sup> AGM

The Chairman and the Directors will endeavour their best to respond to the questions submitted by members/proxies which are related to the resolutions to be tabled at the 23<sup>rd</sup> AGM.

Members/proxies may proceed to cast votes on each of the proposed resolutions, to be tabled at the 23<sup>rd</sup> AGM respectively after the Chairman has opened the poll on the resolutions. Members/proxies are reminded to cast their votes before the poll is closed.

#### No Food/Door Gifts

There will be no food or any door gift(s) for shareholders/proxies who participate in the 23<sup>rd</sup> AGM.

#### Strictly No Recording Or Photography

No recording or photography of the proceedings of the 23<sup>rd</sup> AGM is allowed. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

## **Enquiry**

Should you have any query, please contact BoardRoom at 03-7890 4700 or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com).

## **Personal data privacy**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak and vote at the 23<sup>rd</sup> AGM and/or any adjournment thereof, a member of the Company:

- (i) consents to the collection, use and disclose 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 23<sup>rd</sup> AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 23<sup>rd</sup> AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");
- (ii) warrants that the member has obtained the prior consent of such 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 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.