

SCANWOLF CORPORATION BERHAD
[Registration No. 200601021156 (740909-T)]
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE AND VENUE OF MEETING FOR THE FOURTEENTH ANNUAL GENERAL MEETING (“14TH AGM”) OF SCANWOLF CORPORATION BERHAD (“SCANWOLF” OR “THE COMPANY”)

On 27 October 2020, Scanwolf has issued a notice of 14th AGM scheduled to be held at Conference 1, Level 2, WEIL Hotel Ipoh, 292, Jalan Sultan Idris Shah, 30000 Ipoh, Perak on Friday, 27 November 2020 at 10.30 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 14th 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.

Date & Time : **Friday, 27 November 2020 at 10.30 a.m.**

Broadcast Venue : **Meeting Room, Level 5, Menara BHL
Jalan Sultan Ahmad Shah
10050 Georgetown, Penang**

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 14th AGM in person at the Broadcast Venue on the day of the meeting.

Members who wish to participate in the 14th AGM will have to register to attend the meeting remotely by using the RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) via its **TIIH Online** website at <https://tiih.online>, the details of which are set out in the Revised Administrative Guide of the 14th AGM.

If you wish to appoint a proxy to attend and vote on your behalf at the 14th AGM, you may deposit your duly executed proxy form at Registered Office of the Company, at 51-13-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang or by electronic lodgement via **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 25 November 2020 at 10.30 a.m.** Please refer to the Revised Administrative Guide of 14th AGM for further information.

A member who has appointed a proxy or authorised representative to participate at the 14th AGM via RPV facilities must request his/her proxy to register himself/herself for RPV at **TIIH Online** website at <https://tiih.online> in accordance with the procedures as set out in the Revised Administrative Guide of the 14th AGM.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 14th AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 14th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

If you have any enquiries, you may contact the following personnel during office hours: -

Share Registrar - Tricor Investor & Issuing House Services Sdn Bhd

Telephone	:	General		+603 2783 9299 / Email :	is.enquiry@my.tricorglobal.com
	:	Mr. Jake Too		+603 2783 9285 / Email :	Chee.Onn.Too@my.tricorglobal.com
	:	Ms. Vivien Khoh		+603 2783 9091 / Email :	Vivien.Khoh@my.tricorglobal.com
	:	Mr. Alven Lai		+603 2783 9283 / Email :	Siew.Wai.Lai@my.tricorglobal.com

Thank you for your continued support to the Company.

Yours faithfully

SCANWOLF CORPORATION BERHAD

LAU TIANG HUA

Chairman

13 November 2020

SCANWOLF CORPORATION BERHAD
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REVISED ADMINISTRATIVE GUIDE FOR THE 14TH 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 14th 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 14th AGM or appoint proxy to participate and vote on his/her behalf.

As the 14th 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 14th AGM remotely using the RPV are to follow the requirements and procedures as summarised below: -

	Procedure	Action
BEFORE THE 14TH 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 Friday, 13 November 2020 until the day of 14th AGM, Friday, 27 November 2020. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 14th AGM to ascertain their eligibility to participate in the AGM using the RPV. • Login with your user ID and password and select the corporate event: “(REGISTRATION) SCANWOLF 14TH 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

		<p>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> <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 14th AGM remotely).</i></p>
ON THE DAY OF THE 14TH AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 14th AGM at any time from 10.00 a.m. i.e. 30 minutes before the commencement of the 14th AGM on Friday, 27 November 2020 at 10.30 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SCANWOLF 14TH AGM” to engage in the proceedings of the 14th 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 14th 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 10.30 a.m. on Friday, 27 November 2020 until a time when the Chairperson announces the completion of the voting session of the 14th AGM. Select the corporate event: “(REMOTE VOTING) SCANWOLF 14TH 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 14th AGM, the live streaming will end.

Note to users of the RPV facilities:

- 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 TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- 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.
- 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 tiih.online@my.tricorglobal.com for assistance.

3. APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

Members who appoint proxy/proxies to participate in the 14th 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

or by electronic means at **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 25 November 2020 at 10.30 a.m.**

Corporate representatives of corporate members must deposit their **ORIGINAL/DULY CERTIFIED** 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 **Wednesday, 25 November 2020 at 10.30 a.m.** to participate via RPV in the 14th 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 **Wednesday, 25 November 2020 at 10.30 a.m.** to participate via RPV in the 14th AGM.

A member who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this 14TH AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>

4. POLL VOTING

The voting at the 14th AGM 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 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 10.30 a.m. on Friday, 27 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 **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 14th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

5. ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none">Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do 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.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.Select the corporate event: "SCANWOLF 14TH AGM - Submission of Proxy Form".Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.Appoint your proxy(s) and insert the required details of your proxy(s)

		<p>or appoint Chairman as your proxy.</p> <ul style="list-style-type: none"> • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(s) appointment. • Print proxy form for your record.
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6. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board in advance of the 14th AGM via Tricor's **TIH Online** website at <https://tiah.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **10.30 a.m. on Wednesday, 25 November 2020**. The Board will endeavor to answer the questions received at the 14th AGM.

7. NO DOOR GIFT/FOOD VOUCHER

There will be **NO** door gifts or food vouchers for attending the 14th AGM.

8. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are **STRICTLY PROHIBITED** at the 14th AGM.

9. 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 Person: : Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com
 : Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com
 : Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com