



YONG TAI BERHAD
Registration No. 199401025505 (311186-T)
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF VENUE FOR THE TWENTY-SIXTH (26TH) ANNUAL GENERAL MEETING OF YONG TAI BERHAD (“YTB”)

Dear Shareholders,

On 23 October 2020, YTB had announced its Twenty-Sixth Annual General Meeting (“26th AGM” or “the Meeting”) is scheduled to be held on 23 November 2020 at Encore Melaka - Admiral Hall, No. 3, Jalan KSB – Impression 8, Impression City @ Kota Syahbandar, 75200 Melaka at 10.00 a.m.

In light of the Covid-19 pandemic and further extension of Conditional Movement Control Order (“CMCO”) from 9 November 2020 to 6 December 2020, the Board of Directors of YTB has decided that the 26th AGM of the Company shall be conducted in a fully virtual manner as scheduled on 23 November 2020.

The Broadcast Venue of the 26th AGM shall be changed as set out below: -

Date: 23 rd November 2020 (No change)	Time: 10.00 a.m. (No change)	Broadcast Venue: A-7-01, Block A, Oasis Damansara, No. 2, Jalan PJU 1A/7A, Ara Damansara, 47301 Petaling Jaya, Selangor
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The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 (“CA 2016”) which stipulates that the Chairman shall be at the main venue of the 26th AGM. Hence, NO SHAREHOLDERS from the public will be physically present at the Broadcast Venue on the day of the 26th AGM.

Shareholders will have to register to attend the 26th AGM remotely by using our Meeting Platform, details as set out in the Administrative Guide below.

Other than the above changes, please take note that the Agenda stated in the Notice of 26th AGM dated 26 October 2020 shall remain unchanged.

ADMINISTRATIVE GUIDE

IN RESPECT OF THE TWENTY-SIXTH ANNUAL GENERAL MEETING (“26TH AGM”) TO BE HELD VIA AN ONLINE PLATFORM

Day and Date : Monday, 23 November 2020
Time : 10.00 a.m.
Broadcast Venue : A-7-01, Block A, Oasis Damansara, No. 2, Jalan PJU 1A/7A, Ara Damansara,
47301 Petaling Jaya, Selangor

Administrative Guide to the Shareholders of YTB for the 26th AGM

Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our 26th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the AGM.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

General Meeting Record of Depositors

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 16 November 2020 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the 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 26th 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 23rd 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 Registered Office of the Company at B-25-2, Block B, Jaya One, No. 72A, Jalan Universiti 46200 Petaling Jaya, Selangor Darul Ehsan, not less than Forty-Eight (48) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, no later than **Saturday, 21st November 2020 at 10.00 a.m.** **The appointed proxy(ies) must register themselves via the Registration Link in item 10 below.**

Poll Voting

5. The voting at the 26th AGM will be conducted by poll in accordance with Clause 66 of the Company's Constitution. The Company has appointed NICHE & MILESTONES INTERNATIONAL SDN BHD as Poll Administrator to conduct the poll by way of online voting and HMC CORPORATE SERVICES SDN BHD 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 26th 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 commencement of the meeting. Upon completion of the voting session for the 26th 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 26th AGM using the Virtual Meeting Facilities. Please refer to item 10 on the registration link.
8. For Corporate Shareholders, please register yourself via the Registration Link provided below to provide the following documents to Niche & Milestones International Sdn Bhd no later than **Saturday, 21st 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 hand-phone number.

Upon receipt of such documents, Niche & Milestones International 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 26th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 26th AGM via the Virtual Meeting Facilities, please submit the duly executed proxy form to Niche & Milestones International Sdn Bhd no later than **Saturday, 21st November 2020 at 10.00 a.m.** and register yourself 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/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose. Registration Link https://bit.ly/32AVEqn
(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 by scanning the QR Code below or via https://bit.ly/32Fqn5E 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. 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 try to address the questions submitted prior or during the 26th AGM accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The QR Code for the Online will be displayed in the Chat Box and Q&A Box of the Virtual Meeting Room upon the Commencement of the AGM. Voting shall commence from 10.00 a.m. Monday, 23rd November 2020 until a time when the Chairman announces the closing of the voting session at the 26th AGM venue.
(f)	CLOSURE	The 26 th AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

IMPORTANT NOTES, TERM AND CONDITIONS:

- i) The participation link given is strictly for the registered shareholder to participate and must **NOT** be shared or forwarded to any other person.
- ii) In the event more than one (1) from the same registered shareholder join the virtual meeting and submit multiple votes, his/her vote will be disqualified entirely.

Annual Report and Proxy Form

11. A copy of the Annual Report and the revised Proxy Form can be downloaded from YTB's website at <http://www.yongtai.com.my/investor-relations/financial-information/annual-reports/>

Enquiry

12. If you have any enquiry or require any assistance before or during the 26th 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):

NICHE & MILESTONES INTERNATIONAL SDN BHD

Registration No. 200001030837 (533444-V)

B-25-2, Block B, Jaya One

No. 72A, Jalan Universiti

46200 Petaling Jaya

Selangor Darul Ehsan

Mobile/WhatsApp: 017 388 3989

Email: vm.enquiry@outlook.com

Contact Person: Virtual Meeting Administrator

Personal Data Privacy

13. By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.