



Chin Well
HOLDINGS BERHAD
199501042347 (371551-T)

CHIN WELL HOLDINGS BERHAD
Registration No.: 199501042347 (371551-T)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

IN RESPECT OF THE TWENTY-FOURTH ANNUAL GENERAL MEETING ("24TH AGM") TO BE HELD VIA AN ONLINE PLATFORM

On 7 November 2020, the Government announced the Conditional Movement Control Order ("CMCO") from 9 November 2020 to 6 December 2020 to curb the spread of the Covid-19 infections in Malaysia. Hence, the 24th Annual General Meeting ("AGM") of Chin Well Holdings Berhad ("the Company") scheduled on Wednesday, 25 November 2020 at 11.00 am will be conducted virtually on the same date and time at the Broadcast Venue set out below:

DATE:	TIME:	BROADCAST VENUE:
Wednesday, 25 November 2020	11.00 a.m.	Conference Room of Chin Well Holdings Berhad at No. 1586, MK. 11, Lorong Perusahaan Utama 1, Bukit Tengah Industrial Park, 14000 Bukit Mertajam, Penang
(No change)	(No change)	<i>The Broadcast venue of the 24th Annual General Meeting is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 that requires the Chairman of the Meeting to be present at the main venue of the Meeting.</i> Shareholders/proxies/corporate representatives <i>WILL NOT BE ALLOWED TO BE PHYSICALLY PRESENT</i> at the venue on the day of the 24th AGM of the Company.

The agendas as in the notice of the 24th AGM of the Company issued on 23 October 2020 shall remain unchanged.

General Meeting Record of Depositors

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 17 November 2020 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the 24th AGM 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 24th 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 24th AGM via Virtual Meeting Facilities on 25 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 Company's Registered Office at 51-21-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Penang not less than forty-eight (48) hours before the time appointed for holding the 24th AGM or adjourned general meeting, or in the case of a poll not less than twenty-four (24) hours before the time appointed for the taking of the poll at which the person named in the appointment proposes to vote.

Poll Voting

5. The voting at the 24th AGM will be conducted by poll in accordance with the Company's Constitution. The Company has appointed Bina Management (M) Sdn. Bhd. as Poll Administrator to conduct the poll by way of online voting and Niche Unity Consultants 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 24th AGM at 11.00 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 declaration of poll voting by the Chairman. Upon completion of the voting session for the 24th 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 24th AGM using the Virtual Meeting Facilities. Please refer to item 10 on the registration link.

VIRTUAL MEETING FACILITIES (Cont'd)


8. For Corporate Shareholders, please provide the following documents to the Registered Office no later than **Monday, 23 November 2020 at 11:00 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 mobile number.

Upon submission of such documents, please **inform the Corporate Representative(s) to register themselves via the Registration Link as entailed in item 10 below.**

9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the 24th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 24th AGM via the Virtual Meeting Facilities, please submit the duly executed proxy form to Registered Office at 51-21-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 Penang no later than **Monday, 23 November 2020 at 11:00 a.m.** and **inform your proxy(ies) to register themselves via the Registration Link as entailed in item 10 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 for verification of attendance purpose. Registration Link: https://bit.ly/3pQI2b • Corporate Representative and Beneficiary Owner of an Exempt Nominee who have forwarded their documents in accordance with the manners stipulated in items 8 and 9 above may register yourself using the link above for verification of attendance purpose.
(b)	CONFIRMATION ATTENDANCE	<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 via https://bit.ly/2IyGoTO or by scanning the QR Code below and to submit your questions accordingly: 

ON THE AGM DAY		
(a)	PARTICIPATION	<ul style="list-style-type: none"> • Click on the participation link which was provided to you via e-mail. Sharing of participation is strictly prohibited. • 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 AGM accordingly.
(b)	ONLINE VOTING	<ul style="list-style-type: none"> • The QR Code for the Online will be displayed upon the Commencement of the AGM. Voting shall commence upon the declaration of poll voting by the Chairman until a time when the Chairman announces the closing of the voting session at the 24th AGM venue.
(c)	CLOSURE	The 24th AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

Enquiry

a. If you have any enquiries relating to the 24th AGM Administrative Notes for Shareholders, please contact our Share Registrar, Bina Management (M) Sdn Bhd during office hours, Mondays to Fridays (except public holiday), from 9:00 a.m. to 5:00 p.m.:

Tel No. : 603 – 7784 3922
Email : binawin@binamg168.com

b. If you have enquiry relating to the Virtual AGM or encounters issues with the log in, steps to connect to live streaming and online voting during the 24th AGM, please contact:

Tel No. : 603-2241 5800
Mobile/WhatsApp : 017 388 3989
Email : office365support@hmc.my