



**EG INDUSTRIES BERHAD**  
**Registration No.: [199101012585 (222897-W)]**  
(Incorporated in Malaysia)

**ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL TWENTY NINTH ANNUAL GENERAL MEETING (“29<sup>TH</sup> AGM”)**

Date: Friday, 27 November 2020 (No change)	Time: 11.30 a.m. (No change)	Broadcast Venue: EG Industries Berhad Plot 102, Jalan 4, Bakar Arang Industrial Estate, 08000 Sungai Petani, Kedah (No change)
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**MODE OF MEETING**

On 28 October 2020, the Company had announced that its 29<sup>th</sup> AGM would be held on 27 November 2020. The same was released to Company’s website at 28 October 2020. Due to the enforcement of the Conditional Movement Control Order (“CMCO”) from 9 November 2020 to 6 December 2020, the AGM will be conducted via **a fully virtual basis through live streaming from the Broadcast Venue and online remote voting on 27 November 2020 at 11.30 a.m., as scheduled.** For the avoidance of doubt, a physical AGM will no longer be applicable. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.

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 of the meeting. Hence, shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 29<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting. We strongly encourage you to use the RPV facility to participate in the 29<sup>th</sup> AGM as a way for us to jointly share the responsibility to minimise the risk of Covid-19 infections.

**REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 29<sup>th</sup> AGM using RPV provided by *AGRITEUM* Share Registration Services Sdn. Bhd. (“*AGRITEUM*”) via its website at [www.agriteum.com.my](http://www.agriteum.com.my). Please refer to Procedures for RPV.

Shareholders will have to register to attend the 29<sup>th</sup> AGM remotely by using the RPV Facilities, details as set out in the Administrative Notes below. You may join the 29<sup>th</sup> AGM from various devices such as Smart phone, Tablet or Computer.

**RPV Facilities**

1. Please note that the RPV Facilities is available to:

- (i) Individual members;
  - (ii) Proxy holders;
  - (iii) Corporate shareholders;
  - (iv) Authorised Nominees; and
  - (v) Exempt Authorised Nominees.
- } (“The Participants”)

2. The AGM will be conducted through live streaming and online remote voting. The Participant are encouraged to attend the AGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a shareholder of the Company to participate (including to pose questions to the Board) and vote remotely at the AGM.

3. Shareholders who are not able to participate in the AGM are encourage to appoint the Chairman of the Meeting or our Non-independent Director to vote on your behalf at the AGM by completing the proxy form that is available at [www.agriteum.com.my](http://www.agriteum.com.my) with pre-casted voting instruction.

4. Proxies or Corporate representatives/Authorised Nominees/Exempt Authorised Nominees who wishes to use the RPV Facilities at the AGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are to be submitted to the Company's Registered Office at 170-09-01 Livingston Tower, Jalan Argyll, 10050 George Town, Penang, Malaysia not less than forty-eight (48) hours before the time for holding the meeting.
5. The Participants are encouraged to send in their questions before the meeting to the Investor Relations at [agm@eg.com.my](mailto:agm@eg.com.my) in relation to the agenda items for the AGM.
6. The Participants are to read and follow the procedures for the RPV Facilities as summarised below:-

Procedures	Action
<b>Before the 29<sup>th</sup> AGM day</b>	
(i) Register as a user	<ul style="list-style-type: none"> <li>• Access website <a href="http://www.agriteum.com.my">www.agriteum.com.my</a></li> <li>• Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>• Complete registration and upload softcopy of MyKAD (front and back) or Passport.</li> <li>• Read and agree to the terms &amp; conditions and thereafter submit your request.</li> <li>• Please enter a valid email address and wait for AGRITEUM Share Registration Services Sdn Bhd ("AGRITEUM") email verification.</li> <li>• Your registration will be verified and approved and an email notification will be provided.</li> </ul>
<b>On the 29<sup>th</sup> AGM day (27/11/2020)</b>	
(ii) Login to <a href="http://www.agriteum.com.my">www.agriteum.com.my</a>	Login with your user ID and password for remote participation at the AGM at any time from 11.00 a.m. i.e. 30 minutes before the commencement of AGM on Friday, 27 November 2020 at 11.30 a.m.
(iii) Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the "Virtual Meeting" from main menu.</li> <li>• Click the "Join Meeting" located next to the event.</li> <li>• Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming.</li> <li>• If you have any question for the Chairman/ Board, you may use the Q&amp;A platform to transmit your questions. The Chairman/Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended.</li> <li>• Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.</li> </ul>
(iv) Online remote voting	<ul style="list-style-type: none"> <li>• Select "Voting" located next to the "Join Meeting" and indicate your votes for the resolutions that are tabled for voting.</li> <li>• Voting session will commence once the Chairman of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the AGM.</li> <li>• Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(v) End of RPV Facilities	<ul style="list-style-type: none"> <li>• The RPV Facilities will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the AGM.</li> </ul>

### **General Meeting Record of Depositors**

7. For the purpose of determining a member who shall be entitled to attend the 29<sup>th</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 72(4)(a), 72(4)(b) and 72(4)(c) of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at **20 November 2020**. Only a depositor whose name appears on the Record of Depositors as at 20 November 2020 shall be entitled to attend the said meeting remotely or appoint proxies to attend and vote on his/her behalf.

### **Proxy**

8. Since the AGM will be conducted via a virtual meeting, a Shareholder can appoint the Chairman of the Meeting or the Non-Independent Director as his/her proxy and indicate the voting instruction in the Proxy Form. Please indicate email address of the proxy in the Proxy Form.
9. The Proxy Form must be deposited at the Company's Registered Office at 170-09-01 Livingston Tower, Jalan Argyll, 10050 George Town, Penang, Malaysia not less than forty-eight (48) hours before the time for holding the meeting or any adjournment thereof.

### **Poll Voting**

10. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 29<sup>th</sup> AGM of the Company shall be put to vote by way of a poll. The Company has appointed *AGRITEUM* as Poll Administrator to conduct the poll by way of electronic means and Symphony Merchant Sdn Bhd as Independent Scrutineers to verify the poll results.
11. Shareholders can proceed to vote on the resolution(s) once the Chairman of the Meeting declare that the voting platform is activated but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iv) of the above Procedures section for guidance on how to vote remotely from the Share Registrar website ([www.agriteum.com.my](http://www.agriteum.com.my)). The Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolution is duly passed.

### **Results of the voting**

12. The results of the voting for all resolutions will be announced at the 29th AGM and on Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **Refreshment or Door Gift**

13. There will be no refreshment and no door-gift provided to the attendees.

### **No Recording or Photography**

14. Unauthorised recording and photography are strictly prohibited at the 29th AGM.

### **Annual Report 2020**

15. The Annual Report 2020 is available under Investor Relations on EG Industries Berhad's website at [www.eg.com.my](http://www.eg.com.my). The Board encourages the shareholders to download and refer to the digital version of the Company's Annual Report 2020. Shareholders may request for copies of the printed Annual Report 2020 at the Share Registrar's website ([www.agriteum.com.my](http://www.agriteum.com.my)) by selecting "Request Annual Report/Circular". We will dispatch the Annual Report 2020 to you by ordinary post within four (4) market days from the date of receipt of your request.

### **Enquiry**

16. If you have any enquiry on the above, please contact the following persons during office hours:  
*AGRITEUM* Share Registration Services Sdn Bhd  
2<sup>nd</sup> Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah,  
10050 Georgetown, Penang, Malaysia  
Telephone Number : 604-2282321  
Fax Number : 604-2272391  
Email : [agriteumsrs@gmail.com](mailto:agriteumsrs@gmail.com)  
Contact persons : Ms Chin or Ms Ng