



KHEE SAN BERHAD

Registration No. 199401018697

(304376-A)

(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS OF A FULLY VIRTUAL 25TH ANNUAL GENERAL MEETING

Dear Shareholders of Khee San Berhad ("Khee San" or the "Company"),

On 30 October 2020, Khee San had issued a notice of 25th Annual General Meeting ("25th AGM") scheduled to be held at Langkawi Room, Bukit Jalil Golf and Country Resort, Jalan Jalil Perkasa 3, Bukit Jalil, 57000 Kuala Lumpur on Wednesday, 2 December 2020 at 10.00 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 Covid-19 outbreak and part of the safety measures, the Board of Directors of Khee San wishes to inform that the 25th AGM of the Company will be conducted **on fully virtual basis through live streaming from the Broadcast Venue at Matahari 1 Room, Bangi Resort Hotel, Off Persiaran Bandar, 43650 Bandar Baru Bangi, Selangor and online remote voting on 2 December 2020 as scheduled. For the avoidance of doubt, a physical AGM will no longer applicable.**

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 or proxy holders of the Company **WILL NOT BE ALLOWED** to attend the 25th AGM in person onsite at the Broadcast Venue and instead be allowed to attend virtually live. Members can register their attendance to attend the 25th AGM remotely via <https://cutt.ly/7hwulyX> not later than 30 November 2020 at 10.00 a.m.

All details of the 25th AGM to be held on **Wednesday, 2 December 2020 at 10.00 a.m.** shall remain unchanged and valid, save for the Broadcast Venue. Hence, a revised Notice and Proxy Form of the 25th AGM will not be issued.

In order to enhance the efficiency of the proceedings of the 25th AGM, members are encourage to post your questions in advance and submit them to the Board of Directors via email address: info@kheesanbhd.com not later than 1 December 2020, 10.00 a.m. The Board will endeavor to address the questions received at the 25th AGM.

The proceedings of the 25th AGM will be webcasted live and registered members / proxy holders will be able to watch and ask questions online. A procedure of attending the virtual AGM is set out in the Administrative Guide enclosed with this notification.

We regret any inconveniences caused and thank you for your continued support to Khee San.

Yours faithfully,
Edward Tan Juan Peng
Chief Executive Officer

24 November 2020



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ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL 25TH ANNUAL GENERAL MEETING

REGISTRATION PROCESS (3 level security)

- Members and proxy holders who wish to attend Khee San's 25th AGM are required to register ("Virtual 25th AGM Registration") by cut-off date 30 November 2020 at 10.00 a.m. to enable the Company to verify your status:
 - For Registration of Shareholders : <https://cutt.ly/7hwulyX>
 - For Registration of Proxy Holders : <https://cutt.ly/hhwu2Fi>
- Please provide your Name or Company Name, CDS account number, mobile contact number and a valid email address in order to be verified to gain admission to the 25th AGM.
- Following the verification, authenticated parties (members and proxy holders) will receive an email from agm@vcube.com.my containing your **Member Entry (ME) ID** (*2nd level security authentication*) and instructions to be used to enter the 25th AGM at the date and time specified.
- Do not worry about missing the 25th AGM as V-Cube employ the latest Secure Push Technology and curated your very own **Unique Security (US) Link** which will be sent to you in the evening prior to the 25th AGM date (*3rd level security authentication*). Please check your inbox or spam-box on the night before the said AGM.
- The **ME ID** sent earlier is your verified Login ID to sign into the 25th AGM.
- You must not forward **ME ID** or **US Link** to any other persons. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalized usage. Such mis-usage will void your vote and you may be prosecuted under the PDPA Act 2010. The link is trackable and will be erased after the 25th AGM has concluded.
- Members and proxy holders who register by the cut-off date but do not receive an email response on 1 December 2020, may contact us for assistance at Poll Administrator's Hotline via WhatsApp Message to +6014-7381332 (Monday to Friday : from 9.00 a.m. to 5.00 p.m.) or at email address: info@kheesanbhd.com.
- Members are required to submit their proxy forms, on or before 30 November 2020, 10.00 a.m. to the following address or email to info@kheesanbhd.com:

KHEE SAN BERHAD-Poll Administrator
54B Damai Complex, Jalan Lumut
50400 Kuala Lumpur

Please also include in your **mobile contact** and a **valid email address**.

Members are encouraged to appoint the Chairman as their proxies.

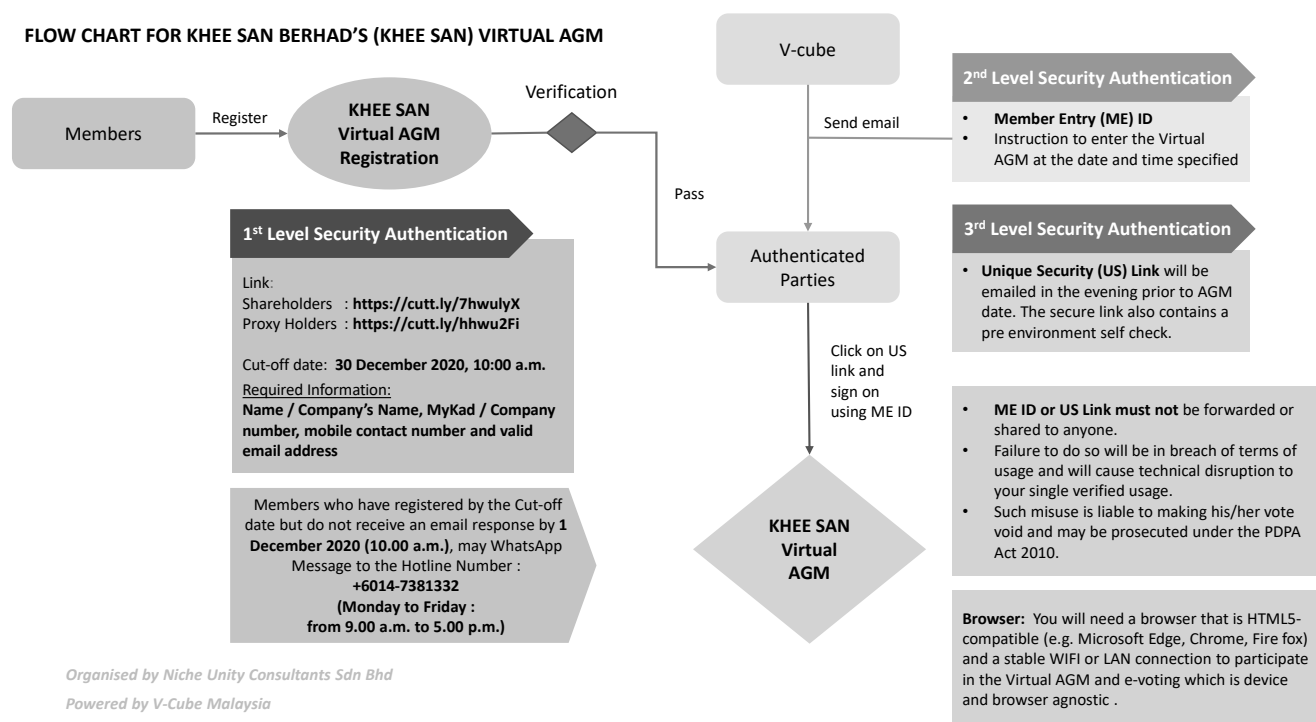
- Browser: You will need a browser that is HTML5-compatible (e.g. Microsoft Edge, Chrome, Fire fox) and a stable WIFI or LAN connection to participate in the 25th AGM which is device agnostic. A pre environment test is attached with the **US Link**. For best user experience, you are strongly advised to join via a laptop or computer to engage fully in the proceedings and interactively download important information presented during the 25th AGM.

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Important Notes:

- i) The Company will verify your information submitted to ensure your qualification to attend the 25th AGM, after 23 November 2020.
- ii) After you have been verified by the Company, **you will receive an email from agm@vcube.com.my containing your ME ID** by 1 December 2020 for the purpose of entering the 25th AGM at the specified date.
- iii) You might need your IT personnel to whitelist the domain of V-cube so that the email from agm@vcube.com.my can be received.
- iv) Your **US Link** be sent on the night before the 25th AGM. All you have to do is to click on it and enter your **ME ID** to attend the AGM on the event day.
- v) A communication box channel will be enabled prior to the tabling of each Resolution before voting. This is to enable you to communicate and post your question which will be vetted for relevancy before being responded by the Chairman or the Board.
- vi) All 25th AGM user data analytics are recorded for compliance.
- vii) As the 25th AGM is a Virtual AGM, **no members are allowed to attend physically** at the Broadcast Venue.



POST REGISTRATION:

1. If you do not receive an email acknowledgement after your registration, it means your pre-registration is not successful. Please check your spam/junk email folder or try again.
2. Please contact us at email address at info@kheesanbhd.com or alternatively WhatsApp message to the Poll Administrator's Hotline at +6014-7381332, (Monday to Friday : from 9.00 a.m. to 5.00 p.m.) if you have any urgent questions.

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E-VOTING PROCEDURES:

1. Click on the **US Link before the virtual AGM starts** and enter your **ME ID** correctly. Entering a wrong **ME ID** will make your vote void.
2. During the first session of the 25th AGM, the Chairman of the Meeting or the Board will answer questions pertaining to each resolution within a certain time period. Upon completion of the first session, the Chairman with the coordinated assistance of V-Cube authorized staff will then open the voting polling box for each resolution.
3. Members and/or proxy holders must submit the e-vote during the live polling session for each Resolution through clicking the box **1: FOR and 2: AGAINST**.
4. A fixed time for voting is allocated for each resolution depending on the Chairman's decision.
5. A member is allowed to vote either by Proxy Form or online during this 25th AGM.
6. The member or proxy holder is only allowed to vote once. In the event, the member or proxy holder voted twice, only the first vote is valid.
7. Once e-voting is completed for all the resolutions by polling, the 25th AGM will be adjourned for the next session. A fresh new **US Link** will be sent to all members who attended the first session.
8. During the adjournment period, the voting data in CSV format will be downloaded and checked for compliance and validation against the Register of Depositors.
9. The Chairman will provide details of the e-voting results and overall results in the second session of the 25th AGM.

Note:

- (A) Approved parties who keyed in a wrong **ME ID** will have their votes made void.
- (B) Aside from members, proxy holders who are allowed to join the 25th AGM, can participate in the questions and responses.
- (C) All e-voting data in raw and cleanse form are archived for compliance purpose.
- (D) Kindly check Khee San's website: <http://www.kheesanbhd.com/investor-relations> for any further updates.

We would like to thank all parties for your understanding and co-operation in conducting the 25th AGM amidst the COVID-19 pandemic. Stay Safe.