



## **KIM TECK CHEONG CONSOLIDATED BERHAD**

Registration No. 201401037782 (1113927-H)  
(Incorporated in Malaysia under the Companies Act, 2016)

### **NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF VENUE FOR THE SIXTH (6TH) ANNUAL GENERAL MEETING OF KIM TECK CHEONG CONSOLIDATED BERHAD (“KTC”)**

Dear Shareholders,

On 28 October 2020, KTC had announced its Sixth Annual General Meeting (“6th AGM” or “the Meeting”) is scheduled to be held on 21 December 2020 at Meeting Room, Lot 73, Jalan Kilang, Sedco Light Industrial Estate, Mile 5 1/2, Jalan Tuaran, 88450 Kota Kinabalu, Sabah at 9.00 a.m.

In light of the Covid-19 pandemic and further extension of Conditional Movement Control Order (“CMCO”) from 9 December 2020 to 20 December 2020, the Board of Directors of KTC has decided that the 6th AGM of the Company shall be conducted in a fully virtual manner as scheduled on 21 December 2020.

The Broadcast Venue of the 6th AGM shall be changed as set out below:

<b>DATE:</b>	<b>TIME:</b>	<b>BROADCAST VENUE:</b>
Monday, 21 <sup>st</sup> December 2020 (No change)	9.00 a.m. (No change)	Meeting Room, Lot 73, Jalan Kilang, Sedco Light Industrial Estate, Mile 5 1/2, Jalan Tuaran, 88450 Kota Kinabalu, Sabah

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 6th AGM. Hence, NO SHAREHOLDERS from the public will be physically present at the Broadcast Venue on the day of the 6th AGM. Shareholders will have to register to attend the 6th 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 6th AGM dated 30 October 2020 shall remain unchanged.

Thank you.

Yours faithfully,  
The Board of Directors  
**KIM TECK CHEONG CONSOLIDATED BERHAD**



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## **ADMINISTRATIVE GUIDE**

### **IN RESPECT OF THE SIXTH ANNUAL GENERAL MEETING (“6<sup>TH</sup> AGM”) TO BE HELD VIA AN ONLINE PLATFORM**

Day and Date : Monday, 21 December 2020

Time : 9.00 a.m.

Broadcast Venue : Meeting Room, Lot 73, Jalan Kilang, Sedco Light Industrial Estate,  
Mile 5 1/2, Jalan Tuaran, 88450 Kota Kinabalu, Sabah

#### **Administrative Guide to the Shareholders of KTC for the 6th AGM**

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Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our 6th 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 15<sup>th</sup> December 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 6<sup>th</sup> 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 21<sup>st</sup> December 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 Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, not less than twenty-four (24) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, no later than **Sunday, 20<sup>th</sup> December 2020 at 9.00 a.m.** Please inform the appointed Proxy (ies) to **register themselves via the Registration Link below.**


### **Poll Voting**

5. The voting at the 6<sup>th</sup> AGM will be conducted by poll in accordance with Clause 75 of the Company's Constitution. The Company has appointed HMC CORPORATE SERVICES SDN BHD as Poll Administrator to conduct the poll by way of online voting and USearch Management Services 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 6<sup>th</sup> AGM at 9.00 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 6<sup>th</sup> 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 6<sup>th</sup> 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 HMC Corporate Services Sdn Bhd no later than **Sunday, 20<sup>th</sup> December 2020 at 9.00 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.
9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the 6<sup>th</sup> AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 6<sup>th</sup> AGM via the Virtual Meeting Facilities, please submit the duly executed proxy form to HMC Corporate Services Sdn Bhd no later than **Sunday, 20<sup>th</sup> December 2020 at 9.00 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:

<b>BEFORE THE AGM</b>		
(a)	REGISTRATION	<ul style="list-style-type: none"> <li>Please click on the following link to register yourself as Shareholder/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose.</li> </ul> <p>Registration Link <a href="https://bit.ly/37IBWum">https://bit.ly/37IBWum</a></p>
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> <li>Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.</li> </ul>
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> <li>You may submit any questions online by scanning the QR Code below or via <a href="https://bit.ly/3ouzoHc">https://bit.ly/3ouzoHc</a> and to submit your questions accordingly:</li> </ul> <div style="text-align: center;">  </div>
<b>ON THE AGM DAY</b>		
(d)	PARTICIPATION	<ul style="list-style-type: none"> <li>Click on the participation link which was provided to you via e-mail.</li> <li>If you have any question to be raised during the meeting, you may submit by using the Q&amp;A box. The Chairman/Board will try to address the questions submitted prior or during the 6<sup>th</sup> AGM accordingly.</li> </ul>
(e)	ONLINE VOTING	<p>The Voting Link for the Online will be displayed in the Chat Box and Q&amp;A Box of the Virtual Meeting Room upon the Commencement of the AGM. Voting shall commence from 9.00 a.m. Monday, 21<sup>st</sup> December 2020 until a time when the Chairman announces the closing of the voting session at the 6<sup>th</sup> AGM venue.</p>
(f)	CLOSURE	<p>The 6<sup>th</sup> AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.</p>

## **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.

## **ENQUIRY**

11. If you have any enquiry or require any assistance before or during the 6<sup>th</sup> 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):

**HMC CORPORATE SERVICES SDN BHD**  
**Registration No. 198201003810 (83556-P)**

Level 2, Tower 1, Avenue 5

Bangsar South City

59200 Kuala Lumpur

Tel : 603-2241 5800

Mobile/WhatsApp: 017 388 3989

Fax : 603-2282 5022

Email : [office365support@hmc.my](mailto:office365support@hmc.my)

Contact Person: HMC Virtual Meeting Administrator

## **PERSONAL DATA PRIVACY**

12. 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.