



**安達環球集團有限公司**  
**ATTA GLOBAL GROUP BERHAD**

(Incorporated in Malaysia under the Companies Act, 1965) 198101012950 (79082-V)

**NOTIFICATION OF POSTPONEMENT OF  
THE THIRTY-NINTH (39th) ANNUAL GENERAL MEETING**

**Dear Shareholders**

On 28 October 2020, ATTA Global Group Berhad (“ATTA” or “the Company”) had issued a Notice of the Thirty-Ninth (39th) Annual General Meeting (“AGM”) scheduled to be held at Ixora Hotel Prai, 3096, Jalan Baru, Bandar Perai Jaya, 13600 Prai, Penang on Wednesday, 9 December 2020 at 12.30 p.m.

On 7 November 2020, the Federal Government had announced the enforcement of the Conditional Movement Control Order (“CMCO”) throughout Peninsular Malaysia except for Kelantan, Pahang and Perlis from 9 November 2020 through to 6 December 2020 to curb the resurgence of Coronavirus (“Covid-19”) cases in Malaysia.

The Company had on 25 November 2020 announced that the deferment of 39th AGM shall be deferred to a later date which will be notified in due course. The Federal Government has on 5 December 2020 announced that CMCO will end on 6 December for Putrajaya, Labuan and Penang (except for two sub-districts), Perak (except certain areas), Kelantan (except the four districts Kota Baru, Machang, Tanah Merah and Pasir Mas) and Negeri Sembilan (except the districts of Seremban and Port Dickson).

In light of the upliftment of CMCO in Penang (except for two sub-districts), the Board of Directors (“Board”) of the Company has decided to convene the 39th AGM **PHYSICALLY** on the date, time and at the venue as follows:

Date	Time	Venue
<b>Monday, 28 December 2020</b>	<b>11.30 a.m.</b>	<b>Ixora Hotel Prai 3096, Jalan Baru Bandar Perai Jaya 13600 Prai, Penang</b>

However, the Company will closely monitor the Covid-19 situation and reserves the right to take further measures as appropriate up to the day of the 39th AGM. These could include limiting the number of shareholders/proxies admitted into the meeting room as well as the necessity to host a VIRTUAL MEETING instead of the physical meeting if required by the Malaysian National Security Council (“MKN”).

A revised Notice of 39th AGM, Proxy Form and Administrative Notes are available on our website at <http://www.attaglobalgroup.com> and Bursa Malaysia Securities Berhad’s website at <http://www.bursamalaysia.com>. Please take note that the aforesaid documents shall supersede the earlier issued on 30 October 2020.

Should you have any enquiries, kindly contact our Share Registrar at:

Boardroom Share Registrar Sdn. Bhd. Registration No. 199601006647 (378993-D) 11th Floor, Menara Symphony No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia	Contact : Encik Anas Bin Khalid Email : <a href="mailto:anas.khalid@boardroomlimited.com">anas.khalid@boardroomlimited.com</a> Tel : +603-7890 4700 ext 4730 Fax : +603-7890 4670
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We sincerely regret the inconvenience caused due to the postponement of the 39th AGM and the potential disruption on the postal service which may cause a delay in the receipt hereof.

Thank you for your continued support towards ATTA.

Yours faithfully

**ATTA Global Group Berhad**

Dato’ Sri Tajudin Bin Md Isa  
Chairman



## REVISED NOTICE OF THE THIRTY-NINTH (39th) ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Thirty-Ninth (39th) Annual General Meeting (“AGM”) of ATTA Global Group Berhad (“ATTA” or the “Company”) will be held **PHYSICALLY** for the purpose of considering and if thought fit, passing with or without modifications the resolutions set out in this Notice:

Date	Time	Venue
Monday, 28 December 2020	11.30 a.m.	Ixora Hotel Prai 3096, Jalan Baru Bandar Perai Jaya 13600 Prai, Penang

### AS ORDINARY BUSINESS:

### ORDINARY RESOLUTION

- |     |  |                          |
|-----|--|--------------------------|
| 1.  | To receive the Audited Financial Statements for the period ended 30 June 2020, together with the Directors’ and Auditors’ Reports thereon.                               | (Please refer to Note 2) |
| 2.  | To approve the payment of Directors’ fees of RM87,000 in respect of the financial period ended 30 June 2020.   | 1                        |
| 3.  | To approve the payment of Directors’ benefits to Non-Executive Directors up to an amount of RM78,000 from <u>39th AGM</u> until the next <u>40th AGM</u> of the Company. | 2                        |
| 4.  | To re-elect the following Directors retiring in accordance with the Company’s Constitution:  |                          |
| 4.1 | Mr. Ng Chin Nam  | 3                        |
| 4.2 | Ms. Loh Yee Sing   | 4                        |
| 5.  | To re-elect the following Directors who were appointed during the year and retire in accordance with the Company’s Constitution:   |                          |
| 5.1 | Dato’ Sri Tajudin Bin Md Isa   | 5                        |
| 5.2 | Mr. Goh Chin Heng  | 6                        |
| 6.  | To re-appoint Messrs Grant Thornton as Auditors of the Company for the financial year ending 30 June 2021 and to authorise the Directors to fix their remuneration.      | 7                        |

### As SPECIAL BUSINESS

- |     |   |   |
|-----|---|---|
| 7.  | To consider and, if thought fit, pass the following Resolutions:                                |   |
| 7.1 | <b>RETENTION OF INDEPENDENT NON-EXECUTIVE DIRECTOR</b><br><b>- Mr. Sudesh A/L K.V. Sankaran</b> | 8 |

“That, Mr. Sudesh A/L K.V. Sankaran, who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years be retained, to continue to act as an Independent Non-Executive Director of the Company”.



*Revised Notice of the 39th Annual General Meeting (cont'd)*

**AS SPECIAL BUSINESS: (Cont'd)**

**ORDINARY  
RESOLUTION**

**7.2 AUTHORITY TO ALLOT AND ISSUE SHARES IN GENERAL PURSUANT TO SECTION 76 OF THE COMPANIES ACT 2016**

**9**

“That, subject to the Companies Act 2016 and the Company’s Constitution and approvals from Bursa Malaysia Securities Berhad (“Bursa Securities”), Securities Commission and other relevant governmental or regulatory authorities, the Directors be and are hereby empowered pursuant to Section 76 of the Companies Act 2016 to allot and issue shares in the Company from time to time upon such terms and conditions and for such purposes as the Directors may in their discretion deemed fit provided that the aggregate number of shares to be issued pursuant to this resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company (excluding treasury shares) for the time being AND THAT the Directors of the Company be and are hereby empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Securities.”

“AND FURTHER THAT such authority shall continue to be in force until the conclusion of the Annual General Meeting of the Company held next after the approval was given or at the expiry of the period within which the next Annual General Meeting is required to be held after the approval was given, whichever is the earlier.”

**7.3 PROPOSED RENEWAL OF SHARE BUY BACK AUTHORITY**

**10**

“That, subject to the Companies Act 2016, the provisions of the Company’s Constitution, the Main Market Listing Requirements (“Main LR”) of Bursa Malaysia Securities Berhad (“Bursa Securities”) and the approvals of all relevant governmental and/or regulatory authorities, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such amount of ordinary shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interests of the Company (“the Proposed Share Buy Back”) provided that:

- (i) the aggregate number of ordinary shares which may be purchased and/or held by the Company as treasury shares does not exceed ten per centum (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at the point of purchase;
- (ii) the maximum amount of funds to be allocated by the Company pursuant to the Proposed Share Buy Back shall not exceed the sum of the retained profits of the Company based on its latest audited financial statements available up to the date of a transaction pursuant to the Proposed Share Buy Back. The retained profits of the Company based on its audited financial statements as at 30 June 2020 is RM3,193,300.



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*Revised Notice of the 39th Annual General Meeting (cont'd)*

**AS SPECIAL BUSINESS: (Cont'd)**

**ORDINARY  
RESOLUTION**

- (iii) upon completion of the purchase by the Company its own ordinary shares, the Directors of the Company be and are hereby authorized to deal with the ordinary shares purchased in their absolute discretion in the following manners:
- (a) cancel all the ordinary shares so purchased; and/or
  - (b) retain the ordinary shares so purchased as treasury shares; and/or
  - (c) retain part thereof as treasury shares and cancel the remainder;
  - (d) in any other manner as may be prescribed by applicable law and/or the regulations and guidelines applied from time to time by Bursa Securities and/or any other relevant authority for the time being in force.

And that any authority conferred by this resolution may only continue to be in force until:

- (i) the conclusion of the next AGM of the Company following the general meeting at which such resolution was passed at which time it shall lapse unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions;
- (ii) the expiration of the period within which the next AGM after that date is required by law to be held; or
- (iii) revoked or varied by ordinary resolution passed by the shareholders in general meeting,

whichever occurs first.

And that authority be and is hereby given unconditionally and generally to the Directors of the Company to take all such steps as are necessary or expedient (including without limitation, the opening and maintaining of central depository account(s) under the Securities Industry (Central Depositories) Act, 1991, and the entering into of all other agreements, arrangements and guarantee with any party or parties) to implement, finalise and give full effect to the aforesaid purchase with full powers to assent to any conditions, modifications, revaluations, variations and/or amendments (if any) as may be imposed by the relevant authorities and with the fullest power to do all such acts and things thereafter (including without limitation, the cancellation or retention as treasury shares of all or any part of the purchased shares) in accordance with the Companies Act 2016, the provisions of the Constitution of the Company and the Main LR and/or guidelines of Bursa Securities and all other relevant governmental and/or regulatory authorities."

8. To transact any other business of which due notice shall have been given in accordance with the Companies Act, 2016.



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*Revised Notice of the 39th Annual General Meeting (cont'd)*

**FURTHER NOTICE IS HEREBY GIVEN THAT** only members whose names appear on the Record of Depositors as at 18 December 2020 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead.

By Order of the Board

**CHAN EOI LENG**  
**(SSM PC No. 202008003055)**  
**(MAICSA 7030866)**  
Chartered Secretary

Ipoh, Perak Darul Ridzuan, Malaysia  
11 December 2020

**Notes:**

**1. PROXY**

A member (other than an exempt authorized nominee) entitled to attend and vote at the Meeting is entitled to appoint one (1) or two (2) proxies to attend and vote instead of him. A proxy must be 18 years and above and need not be a member of the Company.

Where a member appoints two (2) proxies, the appointments shall be invalid unless he/she specifies the proportions of his/her holdings to be represented by each proxy.

Where a member of the Company is an Exempt Authorised Nominee which holds ordinary shares in the Company in an Omnibus Account, there is no limit to the number of proxies which the Exempt Authorised Nominee may appoint in respect of each Omnibus Account it holds but the proportion of holdings to be represented by each proxy must be specified.

The instrument appointing a proxy shall be in writing under the hand of the appointer or his/her attorney duly authorised in writing or if the appointer is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised. If under the hand of attorney/authorised officer, the Power of Attorney or Letter of Authorisation must be attached.

The instrument appointing a proxy must be deposited at the office of the Share Registrar of our Company, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia not less than 48 hours before the time appointed for holding the Meeting or adjourned Meeting either by hand, post, courier or electronic mail to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or fax (603)78904670, otherwise the instrument of proxy should not be treated as valid.

For verification purposes, members and proxies are required to produce their original identity card at the registration counter. No person will be allowed to register on behalf of another person even with the original identity card of that other person.

**2. AUDITED FINANCIAL STATEMENTS FOR THE FINANCIAL PERIOD ENDED 30 JUNE 2020**

Agenda 1 is meant for discussion only as Section 340(1) of the Companies Act 2016 only requires the Audited Financial Statements to be laid before the Company at the AGM and do not require shareholders' approval. Hence, Agenda will not be put forward for voting.

**3. DIRECTORS' FEES AND BENEFITS**

Section 230(1) of the Companies Act 2016 provides amongst others, that "fees" of the Directors and "any benefits" payable to Directors of a listed company and its subsidiaries shall be approved at a general meeting. Pursuant thereto, shareholders' approval is sought for these payments in two (2) separate resolutions as follows:

- Resolution 1: Payment of Directors' fees in respect of the financial period ended 30 June 2020  
Resolution 2: Payment of Directors' benefits from 39th AGM until the next 40th AGM



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*Revised Notice of the 39th Annual General Meeting (cont'd)*

The Directors' benefits payable to the Non-Executive Directors for the period from 39th AGM until the next 40th AGM of the Company are calculated based on the current composition of the Board and Board Committees and the number of meetings scheduled for the Board and Board Committees.

**4. RETENTION OF INDEPENDENT NON-EXECUTIVE DIRECTOR**

The Ordinary Resolution 8 proposed under item 7.1, if passed, will allow Mr. Sudesh A/L K.V. Sankaran to continue to hold office as an Independent Non-Executive Director of the Company.

In line with the Malaysian Code on Corporate Governance, the Board on the recommendation of the Nominating Committee who has carried out an assessment of the Director has recommended that Mr. Sudesh A/L K.V. Sankaran who has served as Director of the Company for a cumulative term of sixteen (16) years, be retained as an Independent Non-Executive Director of the Company based on the following justifications:

- (i) He has fulfilled the criteria under the definition of Independent Director pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- (ii) He remained independent and actively participate in board discussion and provide an independent and objective voice on the Board.
- (iii) He has in-depth knowledge of the Company's business operations and he is committed to devoting sufficient time and attention to the Company.
- (iv) He acted in the best interest of all shareholders and will provide the check and balance to the Board.

In line with Practice 4.2 of the Malaysian Code on Corporate Governance ("MCCG"), the Company would seek shareholders' approval through a two-tier voting process as described in the Guidance to Practice 4.2 of the said MCCG to retain Mr. Sudesh a/l K.V. Sankaran, who has served as an Independent Non-Executive Director for more than twelve (12) years.

**5. AUTHORITY TO ALLOT AND ISSUE SHARES IN GENERAL PURSUANT TO SECTION 76 OF THE COMPANIES ACT, 2016**

The Ordinary Resolution 9 proposed under item 7.2, if passed, will empower the Directors of the Company, from the date of the above AGM until the next AGM to allot and issue shares in the Company up to and not exceeding in total ten per centum (10%) of the total number of issued shares (excluding treasury shares) of the Company ("Share Mandate") for the time being for such purposes as the Directors consider would be in the interests of the Company.

This Share Mandate will expire at the conclusion of the next 40th AGM of the Company, unless revoked or varied at a general meeting. With this Share Mandate, the Company will be able to raise capital from the equity market in a shorter period of time compared to a situation without the Share Mandate. The Share Mandate will provide flexibility to the Company to undertake any shares issuance during the financial year without having to convene a general meeting. The rationale for this proposed Share Mandate is to allow for any possible fund raising activities, including but not limited to further placing of shares, for the purpose of funding future investment projects, working capital and/or acquisitions, or strategic opportunities involving equity deals, which may require the allotment and issuance of new shares. In any event, the exercise of the mandate is only to be undertaken if the Board of Directors considers it to be in the best interest of the Company.

In addition, any delay arising from and thereby reducing the administrative time and costs associated with the convening an Extraordinary General Meeting ("EGM") to approve such issuance of shares should be eliminated. However, the Company will have to seek shareholders' approval at an EGM to be convened in the event that the proposed issuance of shares exceeds the 10% threshold contained in the Share Mandate.

This Share Mandate is a renewal of the mandate obtained from the shareholders of the Company at the AGM held on 29 August 2019. The Company did not utilise the mandate obtained at the last AGM and thus no proceeds were raised from the previous mandate.

**6. PROPOSED RENEWAL OF SHARE BUY BACK AUTHORITY**

The Ordinary Resolution 10 proposed under item 7.3, if passed, will empower the Directors to purchase the Company's own shares through Bursa Malaysia Securities Berhad up to 10% of the issued shares of the Company. This authority will expire at the next Annual General Meeting of the Company unless earlier revoked or varied by ordinary resolution of the Company at a general meeting.

Further information on the above Ordinary Resolution is set out in the Statement to Shareholders of the Company, which is sent out together with the Company's 2020 Annual Report.



# REVISED Form of Proxy



**安達環球集團有限公司**  
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No. of shares held	
CDS A/C No.	
Telephone No.	

I/We \_\_\_\_\_ (FULL NAME IN BLOCK CAPITALS)

NRIC No./Company No. \_\_\_\_\_ of \_\_\_\_\_  
 \_\_\_\_\_ (FULL ADDRESS)

being a member of ATTA GLOBAL GROUP BERHAD hereby appoint the following person(s):

Name of Proxy & NRIC No.	No. of Shares	%
1. _____	_____	_____
2. _____	_____	_____

or failing him/her, the Chairman of the Meeting as my/our proxy, to vote for me/us and on my/our behalf at the Thirty-Ninth (39th) Annual General Meeting of the Company to be held on 28 December 2020 and at any adjournment thereof in the manner indicated below in respect of the following Resolutions:

Ordinary Resolution No.	Ordinary Business	For	Against
1	The payment of Directors' Fees		
2	The payment of Non-Executive Directors' benefits		
	The re-election of Directors:		
3	Mr. Ng Chin Nam		
4	Ms. Loh Yee Sing		
5	Dato' Sri Tajudin Bin Md Isa		
6	Mr. Goh Chin Heng		
7	The re-appointment of Messrs Grant Thornton as Auditors and authority to Directors to fix their remuneration		
	<b>Special Business</b>		
8	Retention of Independent Non-Executive Director		
9	Authority to allot and issue shares in general pursuant to Section 76 of the Companies Act, 2016		
10	Proposed Renewal of Share Buy Back Authority		

Please indicate with (√) or (X) how you wish your vote to be cast. If you do not indicate how you wish your proxy to vote on any resolution, the proxy shall vote as he thinks fit, or at his discretion, abstain from voting.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Shareholder

**Notes:**

- Only members whose names appear on the Record of Depositors as at 18 December 2020 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/ her stead.
- A member (other than an exempt authorized nominee) entitled to attend and vote at the Meeting is entitled to appoint one (1) or two (2) proxies to attend and vote instead of him. A proxy must be 18 years and above and need not be a member of the Company.
- Where a member appoints two (2) proxies, the appointments shall be invalid unless he/she specifies the proportions of his/her holdings to be represented by each proxy.
- Where a member of the Company is an Exempt Authorised Nominee which holds ordinary shares in the Company in an Omnibus Account, there is no limit to the number of proxies which the Exempt Authorised Nominee may appoint in respect of each Omnibus Account it holds but the proportion of holdings to be represented by each proxy must be specified.
- The instrument appointing a proxy shall be in writing under the hand of the appointer or his/her attorney duly authorised in writing or if the appointer is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised. If under the hand of attorney/authorised officer, the Power of Attorney or Letter of Authorisation must be attached.
- The instrument appointing a proxy must be deposited at the office of the Share Registrar of our Company, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia not less than 48 hours before the time appointed for holding the Meeting or adjourned Meeting either by hand, post, courier or electronic mail to bsr.helpdesk@boardroomlimited.com or fax (603)78904670, otherwise the instrument of proxy should not be treated as valid.
- For verification purposes, members and proxies are required to produce their original identity card at the registration counter. No person will be allowed to register on behalf of another person even with the original identity card of that other person.
- Personal Data Privacy – By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company hereby agree and consent that any of your personal data in our possession shall be processed by us in accordance with the Personal Data Protection Act 2010. Further, you hereby warrant that relevant consent has been obtained by you for us to process any third party's personal data in accordance with the said Act.**

**Additional Notes**

- The Revised Proxy Form **DOES NOT INVALIDATE** the Proxy Form which was circulated together with the Notice of the 39th AGM dated 30 October 2020.
- If the Company receives both the original Proxy Form and the Revised Proxy Form from a member, **THE LATTER SHALL SUPERSEDE THE FORMER.**
- In the event that the Company does not receive the duly executed Revised Proxy Form within the required timeframe, **THE MEMBER WHO HAS DEPOSITED THE ORIGINAL PROXY FORM AT THE REGISTERED OFFICE WITHIN THE REQUIRED TIMEFRAME IS DEEMED TO HAVE APPOINTED AND AUTHORISED HIS PROXY UNDER THE ORIGINAL PROXY FORM TO VOTE OR ABSTAIN ON THE ADDITIONAL RESOLUTION AS THE PROXY DEEMS FIT.**

Then fold here

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AFFIX STAMP  
(within Malaysia)

The Share Registrar  
**ATTA GLOBAL GROUP BERHAD** [198101012950 (79082-V)]  
11th Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia

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**AMENDED ADMINISTRATIVE GUIDE FOR THE  
THIRTY-NINTH (39th) ANNUAL GENERAL MEETING (“AGM”)**

**Dear Shareholders**  
**Greeting from ATTA Global Group Berhad**

Pursuant to the upliftment of Conditional Movement Control Order (“CMCO”) and in compliance with the General Standard Operating Procedures (“SOP”) issued by the Malaysian National Security Council (“MKN”), the Company has issued its Administrative Guide as below.

Shareholders are encouraged to visit the Company’s and Bursa’s website from time to time for any changes or updated information on the Company’s Annual General Meeting.

**(A) Details and Procedures of 39th AGM**

The 39th AGM will be a physical annual general meeting. However, the Company will closely monitor the Covid-19 situation and reserves the right to take further measures as appropriate up to the day of the 39th AGM. These could include limiting the number of shareholders/proxies admitted into the meeting room as well as the necessity to host a VIRTUAL MEETING instead of the physical meeting if required by the MKN.

<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Monday, 28 December 2020</b>	<b>11.30 a.m.</b>	<b>Ixora Hotel Prai 3096, Jalan Baru Bandar Perai Jaya 13600 Prai, Penang</b>

1. The Company is abiding with the SOP issued by MKN in conducting the 39th AGM. Shareholders are advised to download the MySejahtera application in advance into their phone for contact tracing purposes.
2. Shareholders who are above 60 years old are strongly encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on behalf at the forthcoming AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote on your behalf.

**(B) Precautions and Preventive Measures in view of COVID-19**

1. In light of the COVID-19, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health for attending the AGM.
2. If you have travelled overseas to those affected countries (as and when announced by the WHO and Malaysia’s Ministry of Health in the past 14 days) or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advice.



Amended Administrative Guide for the 39th Annual General Meeting (cont'd)

3. All attendees are required to have their temperatures checked on entry to the hotel. Those attendees found to be suffering from any symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. The attendance of outstation shareholders at the AGM is strongly discouraged. Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the forthcoming AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote on behalf.
5. All attendees are required to sanitize their hands before entry into the meeting room. In addition attendees are required to wear face masks throughout the event and adhere to physical distancing precautions.
6. Shareholders are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine, other health and safety precautions from time to time.

**(C) Entitlement to Participate in the AGM**

Only members whose names appear on the Record of Depositors as at **18 December 2020** shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and need not be a member of the Company.

**(D) No Lunch nor Door Gift**

There will be **no** lunch, nor door-gift provided for this year's AGM.

**(E) Registration**

1. Registration will start at 10.00 a.m. on Monday, 28 December 2020.
2. Kindly produce your original MyKad/Passport (for foreigners) to the registration staff at the registration counter for verification. Please ensure to collect your MyKad/Passport thereafter.
3. Upon verification, you are required to sign on the Attendance list prepared by the registration staff.
4. After registration, shareholders will be given a wristband which must be worn in order to vote.
5. You may proceed to the meeting room thereafter.
6. No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
7. The registration counter will handle only the verification of identity and registration.
8. Please vacate the registration area immediately after registration.



Amended Administrative Guide for the 39th Annual General Meeting (cont'd)

9. For any clarification or enquiry, please proceed to the Company's Helpdesk at the registration counter.
10. Poll Administrator's Helpdesk will handle the revocation of a proxy's appointment.

**(F) Proxy**

1. If you are unable to attend the AGM, you may appoint any person or persons, whether a member or not, as your proxy or proxies to attend and vote in your stead. You may indicate your vote in the Proxy Form in accordance with the notes and instructions printed therein.
2. Please ensure that the proxy form is deposited at Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the holding of the meeting or any adjournment thereof either by hand, post, courier or electronic mail to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) no later than 48 hours prior to the AGM ie latest by Saturday, 26 December 2020, 11.30 a.m. in accordance with the notes and instructions printed therein.
3. If you have submitted your Proxy Form prior to the Meeting and subsequently decided to attend the Meeting yourself, please proceed to the Registration Counter's Helpdesk to revoke the appointment of your proxy.

**(G) Polling Voting**

1. In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 39th AGM will be conducted by poll rather than show of hand. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
2. The Poll Administrator will be available to brief and/or guide all AGM attendees before the commencement of and during the voting process.
3. Upon completion of the voting session for the 39th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

**(H) Annual Report 2020**

1. The Company's Annual Report 2020, Corporate Governance Report 2020, Revised Proxy Form and Revised Administrative Guide are available on the following websites:
  - a) <https://www.bursamalaysia.com>
  - b) <http://www.attaglobalgroup.com>
2. If you wish to request for a printed copy of the Annual Report 2020, please complete and send the Annual Report Requisition Form that can be downloaded from the Company's website at <http://www.attaglobalgroup.com> and either send by post to the address stated therein or email to the Share Registrar.



安達環球集團有限公司  
**ATTA GLOBAL GROUP BERHAD**  
(Incorporated in Malaysia under the Companies Act, 1965) 198101012950 (79082-V)

Amended Administrative Guide for the 39th Annual General Meeting (cont'd)

3. Kindly think of the environment before you decide to print the Annual Report 2020. We would appreciate your support by going paperless as part of the Company "Go Green" initiative to help protect the environment for current and future generations.

**(I) Enquiry**

If you have any query prior to the Meeting, please contact the following officer during office hours:

Boardroom Share Registrar Sdn. Bhd. Registration No. 199601006647 (378993-D) 11th Floor, Menara Symphony No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia	Contact : Encik Anas Bin Khalid Email : <a href="mailto:anas.khalid@boardroomlimited.com">anas.khalid@boardroomlimited.com</a> Tel : +603-7890 4700 ext 4730 Fax : +603-7890 4670
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The Company and its subsidiary companies, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives and/or any other party arising out of or in connection of any infection or suspicion of any infection from Covid-19 and/or suffering any losses arising out of or in connection with attendance at the Company's AGM and/or measures are undertaken by the Company in the Company's sole discretion in response to the Covid-19 pandemic.