

**PECCA GROUP BERHAD**  
[Registration No. 201001025617 (909531-D)]  
(Incorporated in Malaysia)

**Dear Valued Shareholders,**

We refer to our earlier Notice of Postponement of the 10th Annual General Meeting (“AGM”) dated 24 November 2020.

The Board of Directors (“Board”) of the Company wishes to inform that the Broadcast Venue of 10th AGM of the Company which was originally scheduled to be held at Pecca Group Berhad, No 1, Jalan Perindustrian, Desa Aman 1 A, Industri Desa Aman, Kepong 52200, Kuala Lumpur, Malaysia to be changed to the following address:

Broadcast Venue : Eastin Hotel Ballroom 2  
13 Jalan 16/11, 46350 Petaling Jaya  
Selangor Darul Ehsan

Kindly note that the details of the 10th AGM shall remain unchanged.

This broadcast venue is strictly for the purpose of compliance 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 AGM. **No Shareholders or Proxies shall be physically present nor admitted at the broadcast venue during the 10<sup>th</sup> AGM.**

All documents related to the 10th AGM are available on our website at <https://www.peccaleather.com/investor-relations.php>, as part of our commitment to reduce paper usage. As the Covid-19 situation in Malaysia is constantly evolving, we may be required to change AGM arrangements at short notice and will notify you of these changes.

Please also visit our Company’s website for the latest announcements related to the AGM. Should you require any assistance on the above, kindly contact Agmo Digital Solutions Sdn. Bhd. at 603-76648520 or email to [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com). We understand that this year’s AGM is held differently but your safety is our priority and we look forward to connecting with you on the RPV facility during the AGM.

We thank you for your continued understanding, cooperation and support of Pecca Group Berhad.

Thank you.

Yours faithfully,

DATUK TEOH HWA CHENG  
Group Managing Director



## REVISED ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

### PECCA GROUP BERHAD – 10<sup>th</sup> Annual General Meeting

**Date** : 18 December 2020  
**Time** : 10.00 a.m.  
**Broadcast Venue** : Eastin Hotel Ballroom 2  
13 Jalan 16/11, 46350 Petaling Jaya  
Selangor Darul Ehsan  
**Virtual Meeting accessible at** : <https://web.vote2u.app>

In light of the coronavirus (COVID-19) outbreak, governmental decrees, and the encouragement of the Securities Commission Malaysia, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the Annual General Meeting (“AGM”) will be held virtually and online remote voting using the Remote Participation and Voting Facilities (“RPV”).

We strongly encourage our shareholders whose names appear on the Record of Depositors as at 8 December 2020 and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM. In line with the Malaysian Code on Corporate Governance Practice 12.3, this virtual AGM will facilitate greater shareholder’s participation (including posting questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Digital Solutions Sdn. Bhd. (“AGMO”) via its **Vote2U Online** website at <https://web.vote2u.app>.

### PROCEDURES TO PARTICIPATE IN RPV

Please follow the Procedure to Participate in RPV as summarised below:

#### BEFORE AGM DAY

##### A: REGISTRATION

###### Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U online	The registration will open from the day of notice <ol style="list-style-type: none"><li>Access website at <a href="https://web.vote2u.app">https://web.vote2u.app</a></li><li>Click “<b>Sign Up</b>” to sign up as a user.</li><li>Read the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ on a small box <input type="checkbox"/>. Then click “<b>Next</b>”.</li><li>*Fill-in your details (note: create your own password). Then click “<b>Continue</b>”.</li><li>Upload softcopy of your identification card (MYKAD) (front</li></ol>

		<p>f. Log in as user completed.</p> <p>g. Your registration will be verified and an email notification will be sent to you. Please check your email.</p> <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address to ensure it is keyed-in correctly. *Remember the password you have keyed-in.</p>
--	--	---

**B: REGISTER PROXY**

**Individual Shareholder / Corporate Shareholder / Nominees Company**

	<b>Description</b>	<b>Procedure</b>
i.	Submit Form of Proxy (hardcopy)	<p>The closing time to submit your hardcopy Form of Proxy is at <b>10.00 a.m., Wednesday, 16 December 2020.</b></p> <p>a. Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none"> <li>o MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li> <li>o Email address of the Proxy</li> </ul> <p>b. Submit/Deposit the hardcopy Form of Proxy to 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.</p> <p><u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy to ensure it is written down correctly.</p>

Shareholders who appoint Proxy(ies) to participate the virtual AGM must ensure that the hardcopy Form of Proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

## ON AGM DAY

### A: WATCH LIVE STREAMING

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>9.00 a.m., Friday, 18 December 2020</b>, one (1) hour before the commencement of the AGM.</p> <ol style="list-style-type: none"><li>Login with your email and password</li><li>Select the General Meeting event (for example, "Pecca Group Berhad 's 10th AGM").</li><li>Check your details.</li><li>Click "<b>Watch Live</b>" button to view the live streaming.</li></ol>

### B: ASK QUESTION

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ol style="list-style-type: none"><li>Click "<b>Ask Question</b>" button to post question(s).</li><li>Type in your question and click "<b>Submit</b>".</li></ol> <p>The Chairman / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p>

### C: VOTING REMOTELY

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"><li>Click "<b>Confirm Details &amp; Start Voting</b>".</li><li>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click "<b>Next</b>" to continue voting for all resolutions.</li><li>To change your vote, click "<b>Back</b>" and select another voting choice.</li><li>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click "<b>Confirm</b>" to submit your vote.</li></ol> <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

## **ADDITIONAL INFORMATION**

### **Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

### **Broadcast Venue**

Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room.

Shareholders and proxies are not advisable to go to the broadcast venue as it is only a place where the meeting is broadcast for transmission online in the present of Chairman, Directors, Managing Director, Chief Financial Officer, Auditors, Company Secretary and senior management. No seating and refreshment will be arranged for shareholders and proxies at the broadcast venue when it is a fully virtual meeting.

If shareholders and proxies arrive at the broadcast venue, management has the right to ask you to leave the broadcast venue in order to comply with the government decrees and S.O.Ps.

### **No Door Gift or e-Voucher or Food Voucher**

There will be no door gift or e-Voucher or food voucher given at this AGM.

### **Enquiry**

- a. If you have enquiry relating to the AGM Administrative Guide for Shareholders, please contact our **Investor Relation** during office hours:

Email: [corporate@peccaleather.com](mailto:corporate@peccaleather.com)

- b. If you have enquiry relating to the RPV or encounters issues with the log in, steps to connect to live streaming and online voting:

Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)