

FOCUS POINT HOLDINGS BERHAD
[Registration No. 200901041088 (884238-U)]
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF MEETING FOR THE
EXTRAORDINARY GENERAL MEETING (“EGM”)**

Date & Time : **Tuesday, 19 January 2021 at 10.00 a.m.**

Broadcast Venue : **Tricor Business Center, Manuka 2 & 3 Meeting Room
Unit 29-01, Level 29, Tower A, Vertical Business Suite
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi
59200 Kuala Lumpur (“Broadcast Venue”)**

Meeting Platform : **TIIH Online website at <https://tiih.online>**

MODE OF MEETING

In view of the re-imposed of Movement Control Order by the Malaysia Government effective 13 January 2021 to curb the Covid-19 outbreak and as part of the safety measures, the EGM of the Company will now be conducted **entirely virtual through live streaming from the Broadcast Venue and online remote voting**. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, 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 Chairperson of the meeting to be present at the main venue of the meeting. Members/ proxies/ authorised representatives/ attorneys **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the meeting.

All shareholders and proxies will have to register with our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online> from 14 January 2021 until the day EGM on **Tuesday, 19 January 2021**. Kindly refer to the Revised Administrative Guide for more information on the registration process. Please note that the Revised Administrative Guide supersedes the earlier Administrative Guide announced to the shareholders on 22 December 2020.

For shareholders/proxies who have pre-registered their attendance to attend the physical EGM earlier, Tricor will automatically register you or your appointed proxy(ies) to join the RPV. An email will be sent to you by Tricor after verification of your registration against the General Meeting Record of Depositors dated 12 January 2021 and the said email will inform whether your registration for remote participation is approved or rejected.

Due to the constant evolving COVID-19 situation in Malaysia, we have to change the arrangements of our EGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the EGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Thank you for your continued support to the Company.

Yours faithfully
FOCUS POINT HOLDINGS BERHAD
DATO’ LIAW CHOON LIANG
President/ Chief Executive Officer

14 January 2021

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REVISED ADMINISTRATIVE GUIDE FOR THE EGM

1. REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedure for RPV.

Only members whose names appear in the **Record of Depositors as at 12 January 2021** shall be entitled to participate and vote remotely at the EGM or appoint proxy to participate and vote on his/her behalf.

As the EGM is a fully virtual EGM, members who are unable to participate in this EGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

2. PROCEDURE FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

| Procedure | Action |
|---|---|
| BEFORE THE EGM DAY | |
| (a) Register as a user with TIIH Online | <ul style="list-style-type: none"> • Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one working day and you will be notified via email. • If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online. |
| (b) Submit your registration for RPV | <ul style="list-style-type: none"> • Registration is open from 14 January 2021 until the day of EGM on Tuesday, 19 January 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate the EGM using the RPV. • Login with your user ID and password and select the corporate event: “(REGISTRATION) FOCUS POINT EGM 2021” • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for remote participation is received and will be verified. |

| | | |
|------------------------------|------------------------------------|--|
| | | <ul style="list-style-type: none"> After verification of your registration against the General Meeting Record of Depositors dated 12 January 2021, the system will send you an e-mail on/after 17 January 2021 to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIH Online as well as the registration for RPV in order that you can login to TIH Online and participate the EGM remotely).</i></p> |
| ON THE DAY OF THE EGM | | |
| (c) | Login to TIH Online | <ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the EGM on Tuesday, 19 January 2021 at 10.00 a.m. |
| (d) | Participate through Live Streaming | <ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) FOCUS POINT EGM 2021” to engage in the proceedings of the EGM remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. |
| (e) | Online Remote Voting | <ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Tuesday, 19 January 2021 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) FOCUS POINT EGM 2021” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolution that are tabled for voting. Confirm and submit your votes. |
| (f) | End of remote participation | <ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end. |

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

3. APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

Members who appoint proxy/proxies to participate in the EGM via RPV must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 17 January 2021 at 10.00 a.m.** in the following manner:-

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic form

The proxy form can be electronically submitted with Share Registrar of the Company via TIIH Online at <https://tiih.online> (applicable to individual members only). Kindly refer to the Procedure for Electronic Submission of Proxy Form as below.

Corporate representatives of corporate members must deposit their **ORIGINAL** certificate of appointment of corporate representative to Tricor not later than **Sunday, 17 January 2021 at 10.00 a.m.** to participate via RPV in the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Sunday, 17 January 2021 at 10.00 a.m.** to participate via RPV in the EGM.

A member who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this EGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

4. PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM (APPLICABLE TO INDIVIDUAL MEMBERS ONLY)

The procedures to submit your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

| Procedure | | Action |
|-----------|---------------------------------------|--|
| (a) | Register as a User with TIIH Online | <ul style="list-style-type: none">Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again. |
| (b) | Proceed with submission of Proxy Form | <ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.Select the corporate event: "Submission of Proxy Form".Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. |

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| | | <ul style="list-style-type: none"> • Review and confirm your proxy(s) appointment. • Print proxy form for your record. |
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5. POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives/attorneys can proceed to vote on the resolution at any time **from 10.00 a.m. on Tuesday, 19 January 2021** until a time before the end of voting session which will be announced by the Chairman of the meeting. Kindly refer to item (2)(e) of the above Procedure for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolution are duly passed.

6. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board in advance of the EGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **10.00 a.m. on Sunday, 17 January 2021**. The Board will endeavor to answer the questions received at the EGM.

7. NO DOOR GIFT/FOOD VOUCHER

There will be **NO** door gifts or food vouchers for attending the EGM.

8. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are **STRICTLY PROHIBITED** at the EGM.

9. ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line :+603-2783 9299
 Fax Number :+603-2783 9222
 Email :is.enquiry@my.tricorglobal.com
 Pn Azizah Kadir :+603 - 2783 9260 / Azizah@my.tricorglobal.com
 Mr Tee Yee Loon :+603 - 2783 9242 / Yee.Loan.Tee@my.tricorglobal.com