

### **TITIJAYA LAND BERHAD**

Registration No. 201201024624 (1009114-M)

(Incorporated in Malaysia)

### NOTICE OF EXTRAORDINARY GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT an Extraordinary General Meeting of Titijaya Land Berhad ("Titijaya" or the "Company") will be held on a fully virtual basis at the Broadcast Venue at Multi-Purpose Hall, S-16-01, Level 16, First Subang, Jalan SS15/4G, 47500, Subang Jaya, Selangor Darul Ehsan on Thursday, 25 February 2021 at 10:00 a.m. or at any adjournment thereof, for the purpose of considering and if thought fit, passing with or without modifications, the following ordinary resolution:-

#### ORDINARY RESOLUTION

PROPOSED DIVERSIFICATION OF THE EXISTING PRINCIPAL ACTIVITIES OF TITIJAYA LAND BERHAD AND ITS SUBSIDIARIES TO INCLUDE SALES, TRADING AND DISTRIBUTION OF GLOVES ("PROPOSED DIVERSIFICATION")

"THAT, subject to the approvals of the relevant authorities and/ or parties being obtained, approval be and is hereby given to Titijaya and its subsidiaries to diversify its existing principal activities to include sales, trading and distribution of gloves;

AND THAT the Board of Directors of Titijaya be and is hereby authorised to sign and execute all documents, do all things and acts as may be required to give effect to the Proposed Diversification with full power to assent to any conditions, variations, modifications, and/ or amendments in any manner as may be required or permitted by any relevant authorities and to deal with all matters relating thereto and to take all such steps to do all acts and things in any manner as they may deem necessary or expedient to implement, finalise and give full effect to the Proposed Diversification."

#### By Order of the Board

Chua Siew Chuan (SSM PC No.: 201908002648) (MAICSA 0777689) Tan Ley Theng (SSM PC No.: 201908001685) (MAICSA 7030358) Company Secretaries

Kuala Lumpur 27 January 2021

#### Notes:-

- As part of the initiatives to curb the spread of COVID-19, the EGM will be conducted on a fully virtual basis by way of live streaming and online remote voting via Remote Participation and Voting ("RPV") facilities to be provided by SS E Solutions Sdn. Bhd. via Securities Services e-Portal's platform at <u>https:// sshsb.net.my/login.aspx</u>. Please read carefully and follow the procedures provided in the Administrative Guide in order to register, participate and vote remotely via the RPV facilities.
- 2. The Broadcast Venue, which is the main venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 81 of the Company's Constitution, which require the Chairman to be present at the main venue of the EGM. Members, proxies and/or corporate representatives will not be allowed to be physically present at the Broadcast Venue on the day of the EGM.

With the RPV facilities, the members, proxies and/or corporate representatives are strongly encouraged to exercise your right to participate (including to pose questions to the Chairman, Board of Directors or Management) and vote at the EGM.

As guided by the Securities Commission Malaysia's Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers as revised, the right to speak is not limited to verbal communication only but includes other modes of expression. Therefore, all members, proxies and/or corporate representatives shall communicate with the main venue of the EGM via real time submission of typed texts through a text box within Securities Services e-Portal's platform during the live streaming of the EGM as the primary mode of communication. In the event of any technical glitch in this primary mode of communication, members, proxies or corporate representatives may email their questions to <u>services@sshsb.com.my</u> during the EGM. The questions and/or remarks submitted by the members, proxies and/or corporate representatives will be broadcasted and responded by the Chairman, Board of Directors and/or Management during the Meeting.

- 3. In respect of deposited securities, only members whose names appear in the Record of Depositors on 19 February 2021 ("EGM Record of Depositors") shall be eligible to attend, speak and vote at the EGM or appoint proxyl(es) to attend, participate, speak and vote in his stead.
- 4. A member entitled to attend and vote at the EGM, may appoint more than one (1) proxy to attend and vote in his stead. Where a member appoints more than one (1) proxy to attend, participate, speak and vote at the same EGM, the appointments shall be invalid unless the proportion of the shareholdings to be represented by each proxy is specified. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend and vote at the Meeting of the Company shall have the same rights as the member to attend, participate, speak and vote at the Meeting.
- 5. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account tholds.
- 6. The instrument appointing a proxy shall be in writing under the hand of the member or of his attorney duly authorised in writing or, if the member is a corporation, shall either be executed under the Corporation's common seal or under the hand of an officer or attorney duly authorised.
- 7. The instrument appointing a proxy must be deposited at the office of SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan or submit the Form of Proxy electronically via Securities Services e-Portal at <u>https://sshs.net.my/login.aspx</u> not later than forty-eight (48) hours before the time set for holding the EGM or any adjournment thereof. The lodging of the Form of Proxy does not preclude you from attending and voting remotely at the EGM should you subsequently decide to do so, provided you register for RPV by 23 February 2021.

# **ADMINISTRATIVE GUIDE**



## WHAT IS Securities Services e-Portal?

**Securities Services e-Portal** is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to –

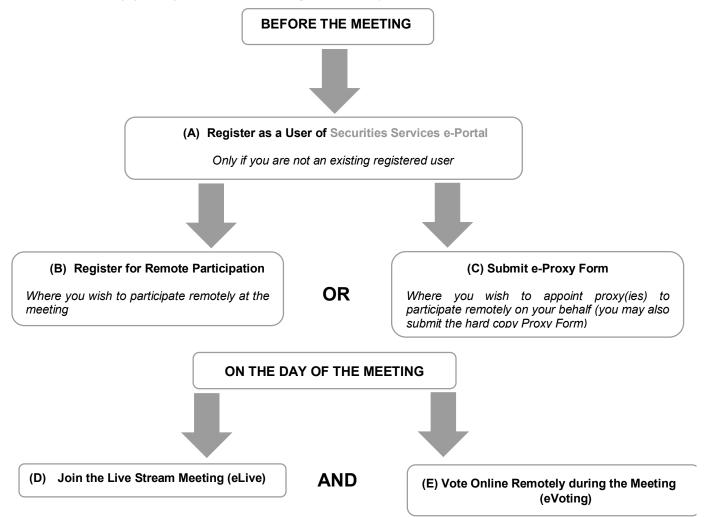
- Submit proxy form electronically paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings

### (referred to as "e-Services")

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Titijaya Land Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.

## **REQUIRE ASSISTANCE?**

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Ms. Lee Pei Yeng (DID: +603 2084 9169) or Ms. Tan Ley Theng (DID: +603 2084 9110) or our general line (DID: +603 2084 9000) to request for e-Services Assistance during our office hours on Monday to Friday from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. Alternatively, you may email us at <u>eservices@sshsb.com.my</u>.



## **BEFORE THE MEETING**

(A) Register as a User of Securities Services e-Portal		
Step 1Visit <a href="https://sshsb.net.my/login.aspx">https://sshsb.net.my/login.aspx</a> Step 2Register as a userStep 3Wait for our notification email that will be sent within one (1) working dayStep 4Verify your user account within seven (7) days of the notification email and log in	<ul> <li>This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you need not register again.</li> <li>Your email address is your User ID.</li> <li>Please proceed to either (B) or (C) below once you are a registered user.</li> </ul>	
ALL SHAREHOLDERS MUST REGISTER AS A USER BY <u>19 FEBRUARY 2021</u>		
(B) Register for Remote Participation		
Meeting Date and Time	Registration for Remote Participation Closing Date and Time	
Thursday, 25 February 2021 at 10:00 a.m.	Tuesday, 23 February 2021 at 10:00 a.m.	
<ul> <li>Log in to <u>https://sshsb.net.my/login.aspx</u> with your registered email and password</li> <li>Look for <u>Titijaya Land Berhad</u> under Company Name and <u>EGM on 25 February 2021 at 10:00 a.m. –</u> <u>Registration for Remote Participation</u> under Corporate Exercise / Event and click "&gt;" to register for remote participation at the meeting.</li> </ul>		
<ul> <li>Step 1 Check if you are attending as –</li> <li>Individual shareholder</li> <li>Corporate or authorised representative of a body corporate For body corporates, the appointed corporate/authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The <u>original</u> evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.</li> <li>Step 2 Submit your registration.</li> </ul>		
<ul> <li>A copy of your e-Registration for remote participation can be accessed via My Records (refer to the left navigation panel).</li> <li>Your registration will apply to all the CDS account(s) of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.</li> <li>As the meeting will be conducted on a fully virtual basis and only the Chairman and other essential individuals will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.</li> </ul>		
(C) Submit e-Proxy Form		
Meeting Date and Time	Proxy Form Submission Closing Date and Time	
Thursday, 25 February 2021 at 10:00 a.m.	Tuesday, 23 February 2021 at 10:00 a.m.	
<ul> <li>Log in to <u>https://sshsb.net.my/login.aspx</u> with your registered email and password</li> <li>Look for <u>Titijaya Land Berhad</u> under Company Name and <u>EGM on 25 February 2021 at 10:00 a.m. –</u> <u>Submission of Proxy Form</u> under Corporate Exercise / Event and click "&gt;" to submit your proxy forms online for the meeting by the submission closing date and time above.</li> </ul>		

Step 1 Check if you are submitting the proxy form as -

- Individual shareholder
  - Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The <u>original</u> evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above.

Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).

# You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.

- Step 3 Proceed to indicate how your votes are to be casted against each resolution.
- Step 4 Review and confirm your proxy form details before submission.
- A copy of your submitted e-Proxy Form can be accessed via My Records (refer to the left navigation panel).
- You need to submit your e-Proxy Form for every CDS account(s) you have or represent.

## PROXIES

All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by <u>19</u> <u>FEBRUARY 2021</u>. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, <u>provided the proxy must be a registered user of the e-Portal</u>, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

## ON THE DAY OF THE MEETING

Log in to https://sshsb.net.my/login.aspx with your registered email and password		
(D) Join the Live Stream Meeting (eLive)		
Meeting Date and Time	eLive Access Date and Time	
Thursday, 25 February 2021 at 10:00 a.m.	Thursday, 25 February 2021 at 09:30 a.m.	
Look for <u>Titijaya Land</u> Berhad under Company Name and <u>EGM on 25 February 2021 at 10:00 a.m. –</u> <u>Live Stream Meeting</u> under Corporate Exercise / Event and click ">" to join the meeting.		
<ul> <li>The access to the live stream meeting will open on the abovementioned date and time.</li> <li>If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/ Management/relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.</li> </ul>		
(E) Vote Online Remotely during the Meeting (eVoting)		
Meeting Date and Time	eVoting Access Date and Time	
Thursday, 25 February 2021 at 10:00 a.m.	Thursday, 25 February 2021 at 10:00 a.m.	

>	If you are already accessing the Live Stream Meeting, click <b>Proceed to Vote</b> under the live stream player. OR
>	If are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look for <u>Titijaya</u> <u>Land</u> Berhad under Company Name and <u>EGM on 25 February 2021 at 10:00 a.m. – Remote Voting</u> under Corporate Exercise / Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the meeting.
Step 1 Step 2	Cast your votes by clicking on the radio buttons against each resolution. Review your casted votes and confirm and submit the votes.
•	The access to eVoting will open on the abovementioned date and time. Your votes casted will apply throughout <u>all</u> the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form. The access to eVoting will close as directed by the Chairman of the meeting. A copy of your submitted e-Voting can be accessed via <b>My Records</b> (refer to the left navigation panel).