

TIMBERWELL BERHAD

[Registration No. 199601014835 (387185-W)]

Corporate Office: 2nd Floor, Wisma BSN Sabah, Jalan Kemajuan

Karamunsing, 88000 Kota Kinabalu, Sabah

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Website: www.timwell.com.my

Dear Shareholders of **TIMBERWELL BERHAD**,

ADDENDUM TO THE NOTICE OF THE TWENTY-FIFTH ANNUAL GENERAL MEETING ("25TH AGM") AND PROXY FORM OF THE 25TH AGM

We refer to the Company's Notice of 25th AGM to the Shareholders dated 21 April 2021 which was announced by the Company on 20 April 2021.

As part of the safety measures to curb the spread of Coronavirus Disease ("COVID-19"), the Board of Directors of the Company has decided that the 25th AGM of the Company will be conducted on a FULLY VIRTUAL BASIS through live streaming from the Broadcast Venue (as set out below) and online remote voting via Remote Participation and Voting ("RPV") facilities to be provided by SS E Solutions Sdn. Bhd., which is aligned with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and its subsequent revision. For the avoidance of doubt, a **physical 25th AGM** of the Company will **no longer be applicable**.

Other than the changes of the mode and venue of the 25th AGM, all the details and Agenda items as stated in the Notice of the 25th AGM of the Company shall remain unchanged:

Date	: Thursday, 20 May 2021
Time	: 1:00 p.m.
Broadcast Venue	: Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur
Meeting Platform	: Securities Services e-Portal at https://sshbsb.net.my/login.aspx
Method to deposit Form of Proxy	: <ul style="list-style-type: none">• Submit e-Proxy Form via Securities Services e-Portal at https://sshbsb.net.my/login.aspx; or• Submit hardcopy Proxy Form at the Registered Office: Timberwell Berhad Lot 8 & 9, Block A, 2nd Floor, Damai Point Commercial Centre, Off Jalan Damai, Luyang, 88300 Kota Kinabalu, Sabah

The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman of the Meeting shall be present at the main venue of the 25th AGM, and in accordance with Clause 59 of the Company's Constitution, which allows a general meeting to be held at more than one (1) venue using any technology or method that enables the members of the Company to participate and to exercise the members' rights to speak and vote at the general meeting.

TIMBERWELL BERHAD [REGISTRATION NO. 199601014835 (387185-W)]
ADDENDUM TO THE NOTICE OF THE 25TH AGM AND PROXY FORM OF THE 25TH AGM

No member(s) or proxy(ies) or corporate representative(s) or attorney(s) shall be physically present or allowed to enter the Broadcast Venue on the day of the 25th AGM.

The Administrative Guide on the registration process and remote participation of the fully virtual 25th AGM of the Company has been published on the Company's website at www.timwell.com.my. Please read carefully and follow the procedures provided in the Administrative Guide in order to register, participate and vote remotely via the RPV facilities.

All details of the 25th AGM shall remain unchanged and valid save for the Broadcast Venue and the Mode of the Meeting. Hence, a revised Notice and Proxy Form of the 25th AGM of the Company will not be issued. All the Proxy Form submitted prior to this notice shall remain valid and acceptable.

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the 25th AGM must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself as a User via Securities Services e-Portal at <https://sshsb.net.my/login.aspx>.

With the RPV facilities, members, proxies and authorised representatives are strongly encouraged to exercise their rights to participate (including to pose questions to the Chairman, Board of Directors or Management) and vote at the 25th AGM.

There will be no distribution of food vouchers or door gifts during the 25th AGM as the meeting is conducted on a fully virtual basis.

As the situation of the COVID-19 continues to evolve in Malaysia, we may be required to change the arrangements of our 25th AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 25th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Your faithfully,
TIMBERWELL BERHAD
Datuk Yap Pak Leong
Senior Independent Non-Executive Director
7th day of May 2021



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 -

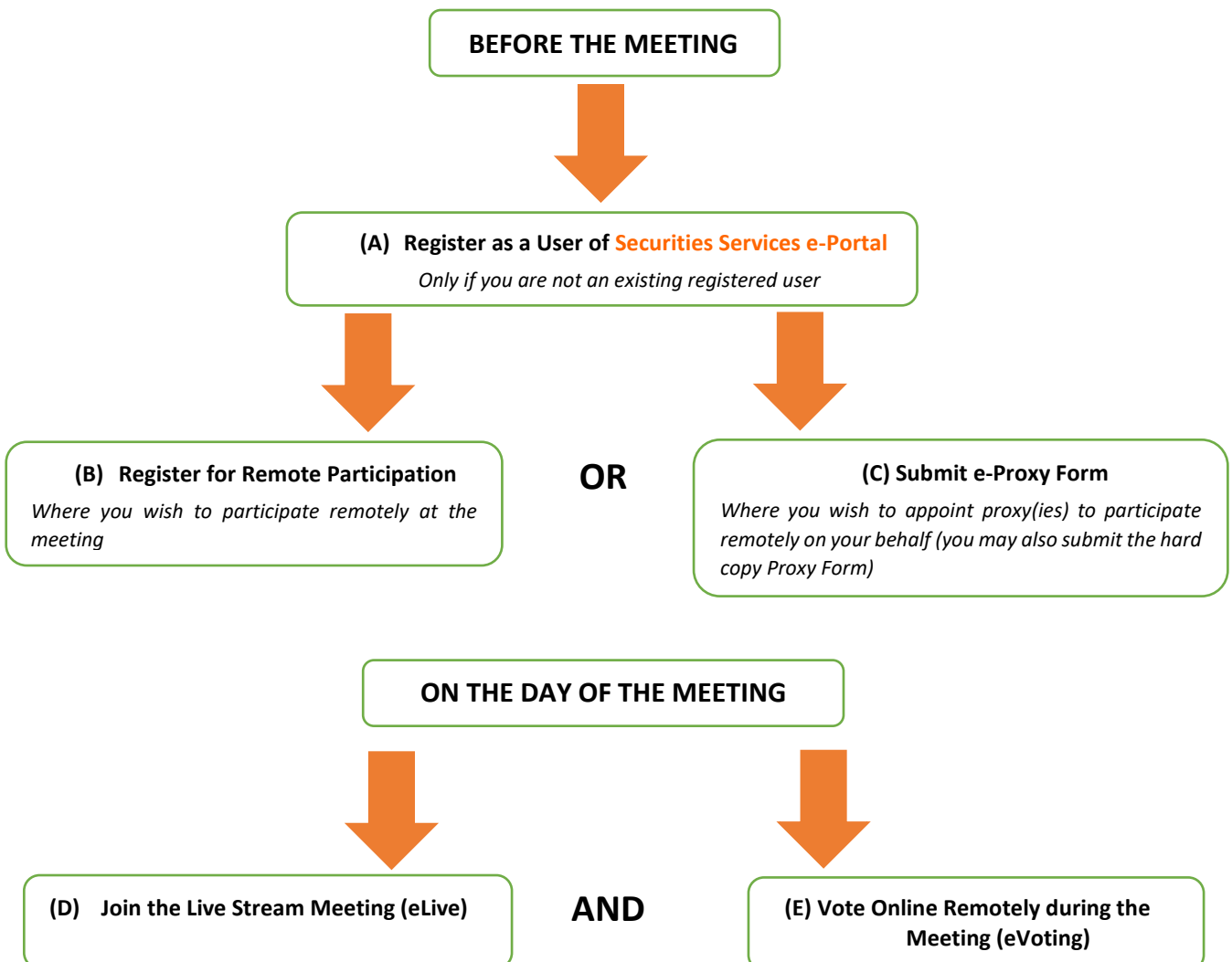
- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings (referred to as “e-Services”)

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Timberwell 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.**

Please note that the e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari.

REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Ms. Lee Pei Yeng (DID: +603 2084 9169) or Ms. Rachel Ou (DID: +603 2084 9161) 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 eservices@sshb.com.my.



BEFORE THE MEETING

(A) Sign up for a user account at **Securities Services e-Portal**

<p>Step 1 Visit https://sshsb.net.my/login.aspx</p> <p>Step 2 Sign up for a user account</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in</p>	<ul style="list-style-type: none"> This is a ONE-TIME registration. If you already have a user account, you need not register again. Your email address is your User ID. Please proceed to either (B) or (C) below once you are a registered user.
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ALL SHAREHOLDERS MUST SIGN UP AS USER BY 16 MAY 2021

(B) Register for Remote Participation

Meeting Date and Time	Registration for Remote Participation Closing Date and Time
Thursday, 20 May 2021 at 1:00 p.m.	Tuesday, 18 May 2021 at 1:00 p.m.

- Log in to <https://sshsb.net.my/login.aspx> with your registered email and password
- Look for **Timberwell Berhad** under Company Name and **25th AGM on 20 May 2021 at 1:00 p.m. – Registration for Remote Participation** under Corporate Exercise / Event and click ">" to register for remote participation at the meeting.

- Step 1 Check if you are attending as –
- Individual shareholder
 - 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 original 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.*

Step 2 Submit your registration.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- 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.
- 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.

(C) Submit e-Proxy Form

Meeting Date and Time	Proxy Form Submission Closing Date and Time
Thursday, 20 May 2021 at 1:00 p.m.	Tuesday, 18 May 2021 at 1:00 p.m.

- Log in to <https://sshsb.net.my/login.aspx> with your registered email and password
- Look for **Timberwell Berhad** under Company Name and **25th AGM on 20 May 2021 at 1:00 p.m. – Submission of Proxy Form** under Corporate Exercise / Event and click ">" to submit your proxy forms online for the meeting by the submission closing date and time above.

- 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 original 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 may 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 16 May 2021. 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, provided the proxy must be a registered user of the e-Portal, 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://sshbsb.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, 20 May 2021 at 1:00 p.m.	Thursday, 20 May 2021 at 12:30 p.m.

➤ Look for **Timberwell Berhad** under Company Name and **25th AGM on 20 May 2021 at 1:00 p.m. - Live Stream Meeting** under Corporate Exercise / Event and click ">" to join the meeting.

- The access to the live stream meeting will open on the abovementioned date and time. You are advised to log in early, at least 20 minutes, before the Meeting time.
- 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.

(E) Vote Online Remotely during the Meeting (eVoting)

Meeting Date and Time	eVoting Access Date and Time
Thursday, 20 May 2021 at 1:00 p.m.	Thursday, 20 May 2021 at 1:00 p.m.

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.
OR
- If you are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look for **Timberwell Berhad** under Company Name and **25th AGM on 20 May 2021 at 1:00 p.m. - Remote Voting** under Corporate Exercise / Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the meeting.

Step 1 Cast your votes by clicking on the radio buttons against each resolution.

Step 2 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 all 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 **My Records** (refer to the left navigation panel).