



**THONG GUAN INDUSTRIES BERHAD**  
Registration No.: 199401038519 (324203-K)  
(Incorporate in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL TWENTY-SIXTH ANNUAL GENERAL MEETING (“26<sup>TH</sup> AGM”)**

Date	Thursday, 27 May 2021 <b>(No Change)</b>
Time	11:00 a.m. <b>(No Change)</b>
Broadcast Venue	Newton Research & Development Centre Sdn Bhd, Conference Room 1 <sup>st</sup> Floor, Plot 96, Jalan PKNK 1/6 Kawasan Perusahaan Sungai Petani 08000 Sungai Petani, Kedah <b>(New)</b>

**MODE OF MEETING**

On 28 April 2021, the Company had announced that its 26<sup>th</sup> AGM would be held on 27 May 2021. The same was released to Company’s website at 28 April 2021. Due to the imposition of the Movement Control Order (“MCO”) from 12 May 2021 to 7 June 2021 which prohibits social gathering, the 26<sup>th</sup> AGM will be conducted on a **fully virtual basis through live streaming from the Broadcast Venue with online remote voting using Remote Participation and Voting (“RPV”) Facility on 27 May 2021 at 11:00 a.m., as scheduled.** For the avoidance of doubt, a physical AGM will no longer be applicable. This is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission 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 Chairman of the meeting to be present at the main venue of the meeting. Hence, shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 26<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting. We strongly encourage you to use the RPV facility to participate in the 26<sup>th</sup> AGM as a way for us to jointly share the responsibility to minimise the risk of Covid-19 infections.

*Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 26<sup>th</sup> AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.*

**RPV FACILITY**

Shareholders are to participate, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 26<sup>th</sup> AGM using RPV provided by **AGRITEUM** Share Registration Services Sdn. Bhd. (“**AGRITEUM**”) via its website at [www.agriteum.com.my](http://www.agriteum.com.my) (“**AGRITEUM** Portal”).

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 26<sup>th</sup> AGM. Shareholders may also submit questions to the Board of Directors (“**Board**”) prior to the 26<sup>th</sup> AGM via the Q&A platform in the **AGRITEUM** Portal from 12:00 p.m. on 19 May 2021 up to 10:30 a.m. on 27 May 2021. If there is time constraint in answering the questions during the 26<sup>th</sup> AGM, the answers will be answered through email.

If you wish to submit your questions through the Q&A platform via the **AGRITEUM** Portal, you must first register as a user at the **AGRITEUM** Portal. Thereafter, you may select “My Virtual Meeting” under the Main Menu and click on the Q&A platform to post your question(s).

## PROCEDURES FOR RPV FACILITY

**Individual** Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 26<sup>th</sup> AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
<b>Before the day of 26<sup>th</sup> AGM</b>	
(i) Register as a user (only applicable to individual)	<ul style="list-style-type: none"> <li>• Access <b>AGRITEUM</b> Portal at <a href="http://www.agriteum.com.my">www.agriteum.com.my</a></li> <li>• Click &lt;&lt;Login/Register&gt;&gt; followed by &lt;&lt;Register New User&gt;&gt; to register as a new user.</li> <li>• Complete the registration by filling up the information required and upload a clear copy of your <b>MyKAD</b> (both front and back page) or <b>Passport</b>.</li> <li>• Read and agree to the terms &amp; conditions and thereafter submit your registration.</li> <li>• Please enter a valid email address in order for you to receive the verification email from the <b>AGRITEUM</b> Portal.</li> <li>• Please verify your email address before the link expire in <b>one (1) hour</b> from your registration.</li> <li>• Your registration will be verified and approved by the <b>AGRITEUM</b> Portal. Once approved, an email notification will be sent to you.</li> </ul>
(ii) Submit your Question	<ul style="list-style-type: none"> <li>• You may pre-submit your questions:               <ul style="list-style-type: none"> <li>(i) using the <b>AGRITEUM</b> Portal from 12:00 p.m. on 19 May 2021 up to 10:30 a.m. on 27 May 2021</li> </ul> </li> </ul>
<b>On the day of 26<sup>th</sup> AGM (27/05/2021)</b>	
(iii) Login to <b>AGRITEUM</b> Portal at <a href="http://www.agriteum.com.my">www.agriteum.com.my</a>	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 26<sup>th</sup> AGM at any time from 10:30 a.m. i.e. 30 minutes before the commencement of the 26<sup>th</sup> AGM on Thursday, 27 May 2021 at 11:00 a.m.</li> <li>• If you have forgotten your password, you can reset it by clicking on "Forgot Password".</li> </ul>
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the "Virtual Meeting" from main menu.</li> <li>• Click &lt;&lt;Join Meeting&gt;&gt; in order to join the live streaming of the 26<sup>th</sup> AGM.</li> <li>• If you have any question(s) during the 26<sup>th</sup> AGM, you may use the Q&amp;A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 26<sup>th</sup> AGM ("<b>Chairman</b>") / Board / Management will try to respond to all relevant questions submitted during the 26<sup>th</sup> AGM. If there is time constraint in answering the questions during the 26<sup>th</sup> AGM, the responses will be answered through email.</li> <li>• If you are using a smartphone to participate in the 26<sup>th</sup> AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 26<sup>th</sup> AGM.</li> <li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
(v) Online remote voting	<ul style="list-style-type: none"> <li>• Please select the &lt;&lt;Voting&gt;&gt; option located next to &lt;&lt;Join Meeting&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Voting session will commence once the Chairman of the Meeting declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li> <li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(vi) End of RPV Facility	<ul style="list-style-type: none"> <li>• The RPV Facility will end and the Q&amp;A platform will be disabled the moment the Chairman announces the closure of the 26th AGM.</li> </ul>

#### Notes to users of the RPV Facility:

- Should your registration to join the 26<sup>th</sup> AGM be approved, we will make available to you the rights to join the live-streamed 26<sup>th</sup> AGM and to vote remotely using the RPV Facility. Your login to the **AGRITEUM** Portal on the day of the 26<sup>th</sup> AGM will indicate your presence at the 26<sup>th</sup> AGM.
- If you encounter any issue with your online registration at the **AGRITEUM** Portal, please call +604-2282 321 or e-mail to [agriteumsrs@gmail.com](mailto:agriteumsrs@gmail.com) for assistance.

#### NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 26<sup>th</sup> AGM.

#### RECORD OF DEPOSITORS (“ROD”) FOR THE 26<sup>th</sup> AGM

Only shareholders whose names appear on the ROD as at 18 May 2021 shall be entitled to participate or appoint proxy(ies) to participate at the 26<sup>th</sup> AGM via the RPV Facility.

#### PROXY

- The 26<sup>th</sup> AGM will be conducted on a fully virtual basis. If you are unable to participate the 26<sup>th</sup> AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
- If you wish to appoint proxy(ies) to participate in the 26<sup>th</sup> AGM using the RPV Facility, please submit your Proxy Form, either by hand or by post to the Registered Office of the Company at 170-09-01 Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia, not less than forty-eight (48) hours before the time stipulated for holding the meeting or adjournment thereof, otherwise the Proxy Form shall be treated as invalid.
- Shareholders who has appointed a proxy or attorney or authorised representative to participate at the 26<sup>th</sup> AGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the **AGRITEUM** Portal prior to the 26<sup>th</sup> AGM.

#### REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 26<sup>th</sup> AGM by yourself, please write in to **AGRITEUM Share Registration Services Sdn Bhd** to revoke the earlier appointed proxy forty-eight (48) hours before the time appointed for holding the 26<sup>th</sup> AGM.

#### POLL VOTING

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”), all resolutions set out in the Notice of the 26<sup>th</sup> AGM of the Company shall be put to vote by way of a poll. The Company has appointed **AGRITEUM** Share Registration Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Merchant Sdn Bhd as Independent Scrutineers to verify the poll results.

2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

### **RESULTS OF THE VOTING**

The results of the voting for all resolutions will be announced at the AGM and on Bursa Securities website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **REFRESHMENT OR DOOR GIFT**

There will be **NO** refreshment or door-gift during the 26<sup>th</sup> AGM as the meeting will be conducted on fully virtual basis.

### **ENQUIRY**

If you have any enquiry relating to the 26<sup>th</sup> AGM, please contact any of the following persons during office hours from 9:00 am to 5:00 pm on Monday to Friday:

**AGRITEUM** Share Registration Services Sdn Bhd  
2<sup>nd</sup> Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah,  
10050 George Town, Pulau Pinang, Malaysia  
Telephone Number : 604-2282321  
Fax Number : 604-2272391  
Email : [agriteumsrs@gmail.com](mailto:agriteumsrs@gmail.com)  
Contact persons : Ms Ng or Ms Chin

### **PERSONAL DATA PRIVACY**

By lodging and subscribe for a user account with **AGRITEUM** Portal to participate and vote remotely at the 26<sup>th</sup> AGM using the RPV Facility, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.