



Registration No. 199701011469 (426965-M)  
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF HOLDING 24<sup>TH</sup> ANNUAL GENERAL MEETING (“24<sup>TH</sup> AGM”) OF ADVANCECON HOLDINGS BERHAD FROM PHYSICAL AGM TO A FULLY VIRTUAL MEETING VIA ONLINE MEETING PLATFORM**

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Dear Valued Shareholders,

Reference is made to the Notice of 24<sup>th</sup> AGM of Advancecon Holdings Berhad (“Advancecon” or “the Company”) dated 27 April 2021 and the announcement on a full lockdown in Malaysia starting from 1 June 2021 to 14 June 2021 (“FMCO”) by the Government of Malaysia on 28 May 2021.

In view of this, the Securities Commission Malaysia has further revised its Guidance Note and FAQs on the conduct of General Meetings for Listed Issuers (“**the Revised Guidance Note and FAQs**”) to state that effective 1 June 2021, when a listed issuer conducts its general meeting during FMCO, the listed issuer is only allowed to conduct a fully virtual general meeting where all meeting participants are required to participate in the meeting online. Physical gatherings are prohibited.

According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

The Board of Directors of Advancecon has decided that the 24<sup>th</sup> AGM will be conducted on a **FULLY VIRTUAL BASIS through online meeting platform of TIIH Online via its website at <https://tiih.online>** which is aligned with the Revised Guidance Note and FAQs. **FOR AVOIDANCE OF DOUBT, A PHYSICAL 24<sup>TH</sup> AGM OF THE COMPANY WILL NO LONGER BE APPLICABLE.**

Apart from the change of venue of the Meeting to the Online Meeting Platform, all other information as stated in the Notice 24<sup>th</sup> of the Company dated 27 April 2021 remains unchanged. All details of the 24<sup>th</sup> AGM shall remain unchanged and valid, hence, **a revised Notice and Proxy Form of the 24<sup>th</sup> AGM of the Company will not be issued.**

Shareholders are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote remotely at the 24<sup>th</sup> AGM via Remote Participation and Electronic Voting (“RPV”) facilities provided by Tricor via its TIIH Online website at <https://tiih.online>. Please refer to the Procedures to Remote Participation and Voting via RPV Facilities as set out in the Administrative Guide for the AGM published on the Company’s website at [www.advancecon.com.my](http://www.advancecon.com.my) and/or Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) for details in relation to the fully virtual 24<sup>th</sup> AGM via online meeting platform.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 24<sup>th</sup> AGM on short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 24<sup>th</sup> AGM.

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 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](mailto:is.enquiry@my.tricorglobal.com)  
Contact Persons : Ms Nur Qaisara Naaila 603-2783 9272 (Nur.Qaisara.Naaila@my.tricorglobal.com)  
Ms Nor Faeayzah 603-2783 9274 (Nor.Faeayzah@my.tricorglobal.com)

We would like to thank you for your understanding and continuous support to the Company.

Yours faithfully,

DATO’ PHUM ANG KIA  
Executive Director and Group Chief Executive Officer  
8 June 2021



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## **ADMINISTRATIVE GUIDE FOR THE TWENTY FOURTH ANNUAL GENERAL MEETING (“24<sup>th</sup> AGM”)**

- Day, Date and Time** : Thursday, 17 June 2021 at 10.00 a.m.
- Venue** : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
- Meeting Platform** : TIIH Online website at <https://tiih.online>

### **MODE OF MEETING**

Reference is made to the Notice of 24<sup>th</sup> AGM of Advancecon Holdings Berhad (“Advancecon” or “the Company”) dated 27 April 2021 and the announcement on a full lockdown in Malaysia starting from 1 June 2021 to 14 June 2021 (“FMCO”) by the Government of Malaysia on 28 May 2021.

In view of this, the Securities Commission Malaysia has further revised its Guidance Note and FAQs on the conduct of General Meetings for Listed Issuers (“the Revised Guidance Note and FAQs”) to state that effective 1 June 2021, when a listed issuer conducts its general meeting during FMCO, the listed issuer is only allowed to conduct a fully virtual general meeting where all meeting participants are required to participate in the meeting online. Physical gatherings are prohibited.

According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

The Board of Directors of Advancecon has decided that the 24<sup>th</sup> AGM will be conducted on a FULLY VIRTUAL BASIS through online meeting platform of TIIH Online via its website at <https://tiih.online> which is aligned with the Revised Guidance Note and FAQs. **FOR AVOIDANCE OF DOUBT, A PHYSICAL 24<sup>th</sup> AGM OF THE COMPANY WILL NO LONGER BE APPLICABLE.**

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 24<sup>th</sup> AGM on short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 24<sup>th</sup> AGM.

The Company will continue to observe the guidelines issued by the Government of Malaysia, Ministry of Health, Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities, and will take all relevant precautionary measures as advised.

### **REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES**

The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 24<sup>th</sup> AGM using RPV facilities from Tricor.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 24<sup>th</sup> AGM using the RPV facilities:

### Before the 24<sup>th</sup> AGM Day

	Procedure	Action
i	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>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.</li> </ul>
ii	Submit your request to attend 24 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Tuesday, 8 June 2021 until the day of AGM on Thursday, 17 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) ADVANCECON 24TH AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”</li> <li>Review your registration and proceed to register</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 8 June 2021, the system will send you an <b>e-mail after 15 June 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>On the 24<sup>th</sup> AGM Day</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of the AGM on <b>Thursday, 17 June 2021 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) ADVANCECON 24<sup>th</sup> AGM</b>” to engage in the proceedings of the AGM remotely.</li> <li>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 remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>

(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from 10.00 a.m. on Thursday, 17 June 2021 until a time when the Chairman announces the end of the session.</li> <li>• Select the corporate event: “(REMOTE VOTING) ADVANCECON 24<sup>th</sup> AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the AGM, the Live Streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. 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.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**Entitlement to Participate and Appointment of Proxy**

- Only members whose names appear on the Record of Depositors as at 8 June 2021 shall be eligible to participate, speak and vote at the 24<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 24<sup>th</sup> AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 24<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.
- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 24<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 15 June 2021 at 10.00 a.m:**

(i) In Hard copy:

By hand or post to the office of the Poll Administrator of the Company, 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 or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By Electronic form:

All shareholders can have the option to submit Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
<b>i. <u>Steps for Individual Shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“Advancecon 24<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for your record.</li> </ul>
<b>ii. <u>Steps for corporation or institutional shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate exercise name: <b>“Advancecon 24<sup>th</sup> AGM - Submission of Proxy Form”</b></li> <li>▪ Agree to the Terms &amp; Conditions and Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIIH Online, select corporate exercise name: <b>“Advancecon 24<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 24<sup>th</sup> AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than Tuesday, 15 June 2021 at 10.00 a.m. The Board will endeavor to answer the questions received at the 24<sup>th</sup> AGM.

## NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gift or food voucher for the 24<sup>th</sup> AGM.

We thank you for your continuous support to the Company.

## ENQUIRY

If you have any enquiry prior to the meeting, you may 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):

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b>		<b>Telephone Number</b>
<i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	General Line	603-2783 9299
	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Pn Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Fax Number	603-2783 9222
	Email	is.enquiry@my.tricorglobal.com