



POLYDAMIC GROUP BERHAD

(Registration No. 201801037913 (1299943-W))

(Incorporated in Malaysia)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Third Annual General Meeting ("3rd AGM" or "AGM") of POLYDAMIC GROUP BERHAD ("Company") will be held on fully virtual manner through live streaming via an application known as Zoom from the Broadcast Venue at 1059, Lorong Perindustrian Bukit Minyak 17, Kawasan Perindustrian Bukit Minyak, 14100 Simpang Ampat, Pulau Pinang, Malaysia on Monday, 15 November 2021 at 10:30 a.m. or at any adjournment thereof to transact the following businesses:-

AGENDA

Ordinary Business

1. To lay before the Meeting the Audited Financial Statements for the financial year ended 30 June 2021 and the Reports of the Directors and Auditors thereon. *Please refer to Explanatory Note 1*
2. To approve payment of Directors' fee of RM40,000.00 in respect of the financial year ended 30 June 2021. *Ordinary Resolution 1*
3. To approve payment of Directors' fee of RM30,000.00 in respect of the financial year ending 30 June 2022. *Ordinary Resolution 2*
4. To approve the payment of Directors' benefits (excluding Directors' Fees) up to an amount of RM10,000.00 for the period from 16 November 2021 until the next Annual General Meeting of the Company to be held in the year 2022. *Ordinary Resolution 3*
5. To re-elect the following Director who is retiring in accordance with Clause 103(1) of the Company's Constitution:-
Ordinary Resolution 4
 - i) Ms. Ang Soo Lee
6. To re-appoint Messrs Peter Chong & Co. as the Auditors of the Company for the ensuing year and to authorise the Directors to fix their remuneration. *Ordinary Resolution 5*
7. To transact any other business of which due notice shall have been given in accordance with the Companies Act 2016 and the Company's Constitution.

BY ORDER OF THE BOARD

HO MUN YEE (SSM PC No. 201908003292 & MAICSA 0877877)
TAM FONG YING (SSM PC No. 201908003302 & MAICSA 7007857)
Company Secretaries

Kuala Lumpur
22 October 2021

NOTES:

- (i) For the purpose of determining a member who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. in accordance with Clause 70 of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991, to issue a General Meeting Record of Depositors as at 5 November 2021. Only a depositor whose name appears on the Record of Depositors as at 5 November 2021 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.
- (ii) A proxy may but need not be a member of the Company and a member may appoint any person to be his proxy. There is no restriction as to the qualification of the proxy and a proxy appointed to attend and vote at a meeting of the Company shall have the same rights as the member to speak in the meeting.
- (iii) The appointment of a proxy may be made by electronic means or in a hard copy form in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the meeting or adjourned meeting, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll at which the person named in the appointment proposes to vote:
 - (a) By electronic form
The form of proxy can be electronically lodged via TIH Online website at <https://tih.online>. Kindly refer to the Administrative Guide on the procedures for electronic lodgement of form of proxy via TIH Online.
 - (b) In hard copy form
To be valid, the Proxy Form, duly completed, must be deposited at the Share Registrar's Office, Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia and in default, the instrument of proxy shall not be treated as valid.
- (iv) A member shall not appoint more than two (2) proxies to attend at the same meeting and the appointment shall be invalid unless the member specifies the proportions of his/their holdings to be represented by each proxy.
- (v) 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 it holds.
- (vi) If the appointor is a corporation, the Proxy Form must be executed under the corporation's common seal or under the hand of an officer or attorney duly authorised.
- (vii) The Administrative Guide has taken into account the latest measures to-date to deal with the COVID-19 situation announced and/or implemented in Malaysia which affects the holding or conduct of general meetings. The Company will closely monitor the situation and reserve the right to take further measures or short-notice arrangements as and when appropriate in order to minimize any risk to the Meeting. Any material developments or updates on the Meeting will be announced to Bursa Malaysia Securities Berhad.
- (viii) Any Notice of Termination of Authority to act as Proxy must be received by the Company before the commencement of the General Meeting or at any adjournment thereof, failing which, the termination of the authority of a person to act as proxy will not affect the following in accordance with Section 338 of the Companies Act 2016:-
 - (a) the constitution of the quorum at such meeting;
 - (b) the validity of anything he did as chairman of such meeting;
 - (c) the validity of a poll demanded by him at such meeting; or
 - (d) the validity of the vote exercised by him at such meeting.

Explanatory Note:

1. Item 1 of the Agenda

Audited Financial Statements for the financial year ended 30 June 2021 ("AFS")

The AFS are for discussion only as they do not require shareholders' approval pursuant to Section 340(1)(a) of the Act. Hence, this Agenda item will not be put forward for voting.



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PROXY FORM

CDS Account No.	No. of Shares held	Tel No

I/We,

(Full name in Block Letters and NRIC/Passport/Company No.)

of

(Address)

being a member(s) of POLYDAMIC GROUP BERHAD, hereby appoint

Full Name (in Block Letters) and address	NRIC/Passport No.	% of Shareholding

or failing him/her

Full Name (in Block Letters) and address	NRIC/Passport No.	% of Shareholding

or failing him/her, the CHAIRMAN OF THE MEETING as my/our proxy, to vote for me/us on my/our behalf at the Third Annual General Meeting of the Company held on fully virtual manner through live streaming via an application known as Zoom from the Broadcast Venue at 1059, Lorong Perindustrian Bukit Minyak 17, Kawasan Perindustrian Bukit Minyak, 14100 Simpang Ampat, Pulau Pinang, Malaysia on Monday, 15 November 2021 at 10:30 a.m. or at any adjournment thereof.

		FOR	AGAINST
Ordinary Resolution 1	Directors' Fees for the financial year ended 30 June 2021		
Ordinary Resolution 2	Directors' Fees for the financial year ending 30 June 2022		
Ordinary Resolution 3	Directors' Benefits for the period from 16 November 2021 until the next Annual General Meeting		
Ordinary Resolution 4	Re-election of Ms. Ang Soo Lee		
Ordinary Resolution 5	Re-appointment of Auditors		

(With reference to the agenda set forth in the Notice of Meeting, please indicate with an "X" in the space provided above how you wish your votes to be cast on the resolutions specified. If no specific direction as to the voting is given, the Proxy will vote or abstain at his/her discretion.)

Dated this _____ day of _____ 2021

Signature of Member / Common Seal

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- (v) 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 it holds.
- (vi) If the appointor is a corporation, the Proxy Form must be executed under the corporation's common seal or under the hand of an officer or attorney duly authorised.
- (vii) The Administrative Guide has taken into account the latest measures to-date to deal with the COVID-19 situation announced and/or implemented in Malaysia which affects the holding or conduct of general meetings. The Company will closely monitor the situation and reserve the right to take further measures or short-notice arrangements as and when appropriate in order to minimize any risk to the Meeting. Any material developments or updates on the Meeting will be announced to Bursa Malaysia Securities Berhad.
- (viii) Any Notice of Termination of Authority to act as Proxy must be received by the Company before the commencement of the General Meeting or at any adjournment thereof, failing which, the termination of the authority of a person to act as proxy will not affect the following in accordance with Section 338 of the Companies Act 2016:-
 - (a) the constitution of the quorum at such meeting;
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 - (c) the validity of a poll demanded by him at such meeting; or
 - (d) the validity of the vote exercised by him at such meeting.



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ADMINISTRATIVE GUIDE
THIRD ANNUAL GENERAL MEETING OF POLYDAMIC GROUP BERHAD

Date : **Monday, 15 November 2021**
Time : **10.30 a.m.**
Online Meeting Platform : **Zoom application**

In light of the COVID-19 outbreak, governmental decrees and in the best interest of public health and health of safety of our Board of Directors, employees and shareholders, the 3rd AGM will be conducted on a fully virtual basis via an application known as Zoom (“Zoom”).

On 16 July 2021, the Securities Commission Malaysia had revised its Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers (“Revised Guidance Note”) to bring it in line with the announcement made by the Prime Minister of Malaysia on 14 June 2021 in relation to the implementation of the National Recovery Plan (“NRP”) and standard operating procedures (“SOP”) issued by the Malaysian National Security Council (“MKN”) for phases under the NRP.

According to the Revised Guidance Note, when a listed issuer conducts its general meeting during Phase 2 of the NRP, the listed issuer is encouraged to conduct a fully virtual general meeting where all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Members or proxies or corporate representatives or attorneys are to attend, speak and vote (collectively, “participate”) remotely at the 3rd AGM via Zoom application. Participation of the 3rd AGM shall be strictly by way of Zoom only.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 3rd AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 3rd AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

PROCEDURES TO PARTICIPATE IN THE VIRTUAL MEETING

All member(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 3rd AGM are to follow the requirements and procedures as summarized below:

1. Please register your interest to participate in the 3rd AGM by providing the following details of you with the Company at financemgr@polydamic.com.my:
 - Full Name as per NRIC;
 - NRIC Number;
 - CDS Account Number;
 - Contact Number; and
 - Email Address.
2. The members or proxies or corporate representatives or attorneys will receive a confirmation email with Zoom link and necessary details for the 3rd AGM **after 13 November 2021** upon verification of their information based on the Record of Depositors (“ROD”) as at 5 November 2021.
3. For verification purpose, the members or proxies or corporate representatives or attorneys are required to present their identity card (for Malaysian) or passport (for foreigner) before the webcam by clicking the “Join Meeting” provided in the confirmation email on Monday, 15 November 2021 from 9.30 a.m. to 10.30 a.m.

4. Upon verification, the eligible members or proxies or corporate representatives or attorneys will be directed further by the Company's staff on the participation and voting process.

BASIC REQUIREMENTS FOR PARTICIPATION IN THE 3RD AGM VIA ZOOM

1. A smartphone, computer or laptop which has a speaker
2. A microphone
3. A webcam

ENTITLEMENT TO PARTICIPATE / GENERAL RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend and vote at the 3rd AGM, the Company shall request from Bursa Malaysia Depository Sdn Bhd a copy of the ROD as at **5 November 2021**. Only a depositor/shareholder whose name appears on the ROD as at **5 November 2021** shall be entitled to participate in the 3rd AGM or to appoint proxy(ies) or corporate representative(s) or attorney(s) to attend and/or on their behalf.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Members who appoint proxy(ies) to participate via Zoom at the 3rd AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means no later than **Saturday, 13 November 2021 at 10:30 a.m.** in the following manner:-

i. In Hard Copy

The instrument appointing a proxy must be completed and deposited at the Share Registrar's Office, Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty eight (48) hours before the time appointed for holding the meeting or adjourned meeting (or in the case of a poll, not less than twenty four (24) hours before the time appointed for the taking of the poll), otherwise the proxy form shall not be treated as valid.

ii. By Electronic Form

All members can have the option to submit proxy form electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
i. Steps for Individual Members	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiah.online. Register as a user under the "e-Services". Please 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.
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: "POLYDAMIC 3RD AGM – SUBMISSION OF PROXY FORM". • Read and agree to the Terms and 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 the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. • Review and confirm your proxy(s) appointment.

	<ul style="list-style-type: none"> • Print the proxy form for your record.
ii. Steps for Corporation or Institutional Members	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional member selects the “Sign Up” button and followed by “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional member 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 our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of proxy form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event name: “POLYDAMIC 3RD AGM – SUBMISSION OF PROXY FORM”. • Agree to the Terms & Conditions and Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Login to TIIH Online, select corporate event name: “POLYDAMIC 3RD AGM – SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

NO RECORDING OR PHOTOGRAPHY

Unauthorized recording and photography are strictly prohibited at the 3rd AGM.

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
 Contact Persons : Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com
 : Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com
 : Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com