

# ADMINISTRATIVE GUIDE

## FOR THE FIFTEENTH ANNUAL GENERAL MEETING (15TH AGM)



Date	: Wednesday, 15 July 2020
Time	: 10.00 a.m.
Meeting Platform	: <a href="https://tiih.online">https://tiih.online</a>
Broadcast Venue	: Tricor Business Centre, Manuka 2 & 3 Meeting Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia
Mode of Communication	: Members may attend, speak (in the form of typed text messages) and vote at the 15th AGM using the Remote Participation and Voting Facilities as detailed below.

### 1. Remote Participation and Voting at a Fully Virtual 15th AGM

- a. In light of the Coronavirus (COVID-19) pandemic and as part of the safety measures, the 15th AGM of the Company will be conducted entirely on a virtual basis through live streaming and online remote voting via Remote Participation and Voting (RPV) Facilities. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (Tricor) as the Poll Administrator for the 15th AGM to facilitate the RPV via its TIH Online website at <https://tiih.online>. No members/proxy/proxies from the public will be physically present at the Broadcast Venue on the day of the 15th AGM. This is in line 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 revised on 11 June 2020.
- b. The Broadcast Venue of the 15th AGM is to inform members where the live streaming would be conducted from and is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be at the main venue.
- c. With the use of the RPV, the members may exercise your rights to participate, speak (in the form of typed text messages) and vote at the 15th AGM from different location without physically present at the meeting venue, including to pose questions to the Board or Management of the Company. Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.
- d. The closing time to submit your registration for the RPV is at 10.00 a.m. on Monday, 13 July 2020 (48 hours before the 15th AGM).

### 2. General Meeting Record of Depositors

Only depositors whose names appear on the Record of Depositors as at 8 July 2020 shall be entitled to register and participate in the meeting or appoint proxy or proxies to participate and/or vote on their behalf.

### 3. Pre-Meeting Submission of Questions to the Board of Directors

In order to enhance the efficiency of the proceedings of the 15th AGM, members or proxies may submit questions in advance via Tricor's TIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose the questions and submit electronically not later than 13 July 2020 at 10.00 a.m. or use the query box to transmit questions via RPV facilities during live streaming of the 15th AGM. The Board of Directors will endeavour to respond to the relevant questions at the 15th AGM.

### 4. Member who is an individual person

A member who is an individual person and wishes to participate and vote remotely at the 15th AGM of the Company via RPV must register as a user with TIH Online. If the member is already a user with TIH Online, the member is not required to register again.

Upon successful notification of registration as a user with TIH Online, the member has to submit his/her request for "Registration for Remote Participation and Voting" not later than **Monday, 13 July 2020 at 10.00 a.m.**

### 5. Proxy

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

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For members who are individual persons, the appointment of proxy/proxies may be made in hard copy form or by electronic means.

For members who are not individual persons, the appointment of proxy/proxies must be made in hard copy form only.

For hard copy form submission, the original instrument appointing a proxy shall be in writing and:

- a) In the case of an individual, shall be signed by the appointer or by his attorney; and
- b) In the case of a corporation, shall be either under the common seal or signed by its attorney or by an officer on behalf of the corporation.

Please ensure that the original form be submitted in the following manner, not less than forty-eight (48) hours before the time appointed for holding the meeting:

- (i) In hard copy form (applicable for all members)

The original signed Proxy Form must be deposited at the Company's Registered Office at No. 2, Jalan Bangsar Utama 9, Bangsar Utama, 59000 Kuala Lumpur, Malaysia.

- (ii) Via Tricor Online System (TIIH Online) (applicable for members who are individual persons only)

The Proxy Form can be electronically submitted via TIIH Online at <https://tiih.online>. Please refer to the procedures set out in "Electronic Lodgement of Proxy Form (applicable for members who are individual persons only)".

Members are requested to provide their mobile handphone numbers as well as the mobile handphone numbers of their proxies in the Proxy Forms in the event Tricor needs to contact the members/proxies.

The last date and time for the deposit/electronic submission of the Proxy Forms is **Monday, 13 July 2020 at 10.00 a.m.**

A Corporate Member who wishes to appoint a Corporate Representative to participate at the AGM via RPV must deposit the original certificate appointment of corporate representative to the Company's Registered Office not later than **Monday, 13 July 2020 at 10.00 a.m.**

For Nominee Company registered as a member, the beneficial owner of the shares under a Nominee Company's CDS account who wishes to participate at the AGM via RPV can request the Nominee Company to appoint him/her as a proxy and deposit the duly completed original Proxy Form at the Company's Registered Office not later than **Monday, 13 July 2020 at 10.00 a.m.**

The appointed proxy/Corporate Representative/proxy of Nominee Company must register himself/herself for RPV at <https://tiih.online> not later than **Monday, 13 July 2020 at 10.00 a.m.**

For further details, please refer to the **Procedures for RPV (before the AGM day and on the day of the AGM)**.

## 6. Poll Voting

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives can proceed to vote on the resolutions at any time from the commencement of the 15th AGM at 10.00 a.m. on 15 July 2020 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (5) of the below Procedures for RPV for guidance on how to vote remotely from TIIH Online website.

Upon completion of the voting session for the 15th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

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## 7. Procedures for RPV

	Procedure	Action
<b>Before the day of the AGM</b>		
1.	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". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user of TIIH Online, you are not required to register again. You will receive an email from Tricor to notify you that remote participation for the 15th AGM is available for registration on TIIH Online.</li> </ul>
2.	Submit your request	<ul style="list-style-type: none"> <li>Registration is open from <b>10.00 a.m. on Monday, 15 June 2020 up to 10.00 a.m. on Monday, 13 July 2020</b> (48 hours before the commencement of the AGM).</li> <li>Login with your user ID and password and select the corporate event: <b>"(REGISTRATION) DELEUM 15TH 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 Record of Depositors as at <b>8 July 2020</b>, the system will send you an <b>e-mail to approve or reject</b> your registration for remote participation from 13 July 2020 to 14 July 2020.</li> </ul>
<b>On the day of the AGM (15 JULY 2020)</b>		
3.	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 9.30 a.m. i.e. 30 minutes before the commencement of the 15th AGM on Wednesday, 15 July 2020 at 10.00 a.m.</li> </ul>
4.	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the Corporate event: <b>"(LIVE STREAM MEETING) DELEUM 15TH AGM"</b> to engage in the proceeding of the 15th AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. If time permits, the Chairman/Board will try to respond to those relevant questions relating to the businesses to be discussed at the 15th AGM which are submitted by remote participants during the 15th AGM. You are encouraged to submit questions before the 15th AGM as priority will be given to questions submitted before the AGM – see <b>"Pre-Meeting Submission of Questions to the Board of Directors"</b>.</li> </ul>
5.	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>10.00 a.m. on Wednesday, 15 July 2020</b> until a time when the Chairman announces the completion of the voting session of the 15th AGM.</li> <li>Select the corporate event: <b>"(REMOTE VOTING) DELEUM 15TH AGM"</b>.</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>
6.	End of Remote Participation	<ul style="list-style-type: none"> <li>Upon the declaration of the poll results and announcement by the Chairman on closure of the 15th AGM, the live streaming will end.</li> </ul>

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## Note to users of the RPV:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed 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 streamed meeting or online voting, kindly call **Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170** for assistance or e-mail to **tiih.online@my.tricorglobal.com** for assistance.

## Electronic Lodgement of Proxy Form

The procedures to lodge your Proxy Form electronically via Tricor's TIIH Online website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <b>https://tiih.online</b>. Register as a user under the "e-Services". Please do 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>
b	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: "Submission of Proxy Form".</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li><li>• Insert your CDS account number and indicate the number of shares for your proxy/proxies to vote on your behalf.</li><li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint Chairman of the Meeting as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>• Review and confirm your proxy/proxies appointment.</li><li>• Print proxy/proxies for your record.</li></ul>

## 8. No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

## 9. Food Voucher and Door Gift

There will be no distribution of food voucher or door gift to members/proxy/proxies.

## 10. Enquiry

If you have any enquiry prior to the 15th AGM, please contact the following officers during office hours from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays):

### 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 : Ms Nur Qaisara Naaila  
+603-2783 9272 (Nur.Qaisara.Naaila@my.tricorglobal.com)  
Puan Nor Faeayzah  
+603-2783 9274 (Nor.Faeayzah@my.tricorglobal.com)