

## ADMINISTRATIVE GUIDE FOR THE SECOND ANNUAL GENERAL MEETING (“2<sup>nd</sup> AGM”) FOR SHAREHOLDERS OF TUJU SETIA BERHAD (“THE COMPANY”)

**Date and Day** : 23 June 2022 (Thursday)

**Time** : 9.00a.m.

**Venue** : Kuala Lumpur Golf & Country Club (“KLGCC”), Banquet Hall, 10, Jalan 1/70 D, Bukit Kiara, 60000 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

### **SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK**

As a precautionary measure, the Company takes the well-being of all stakeholders seriously and therefore precautionary measures will be taken at the 2<sup>nd</sup> AGM in order to minimise the risk of community spread of Covid-19.

The 2<sup>nd</sup> AGM of the Company would be conducted in accordance with the latest Standard Operating Procedures (“**General SOP**”) issued by the Majlis Keselamatan Negara (“**MKN**”) on 1 April 2022, physical meeting is allowed to be conducted under the “Transition to endemic” Phase provided that all the attendees must be fully vaccinated (as defined by MKN). The attendance of members/proxies and invited guest may be denied if failure to fulfil the requirements of participants in accordance with the General SOP.

As a precautionary measure, members, their appointed proxies or representatives (“**Attendees**”) are **NOT ALLOWED** to attend the meeting if they are not fully vaccinated (as defined by MKN); or

The Attendees are required to show their fully vaccinated status through their My Sejahtera App. The Company requires all Attendees to sanitise their hands before entering the meeting venue and adhere to social distancing rules of at least one (1) meter between each Attendee and a face mask must be worn at all times throughout the AGM. Attendees are advised to arrive at the meeting venue early given that the above measures may cause a delay in the registration process.

If you have been in contact with a COVID-19 affected person or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhea or shortness of breath or any symptoms of the COVID-19, you are required to quarantine yourself or seek medical advice and may not be allowed to attend the 2<sup>nd</sup> AGM. You are hereby strongly advised and encouraged to appoint a proxy or the Chairman of the meeting to attend and vote at the 2<sup>nd</sup> AGM on your behalf.

The Company seeks the understanding and cooperation of all Attendees for the above precautionary measures.

As the Covid-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take such precautionary measures as may be required or recommended by the relevant authorities from time to time.

The Company may be required to change its AGM arrangements at short notice. Members are advised to regularly check the Company’s website for any updates.

## ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositors as at 15 June 2022 (General Meeting Record of Depositors) shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

## APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the 2<sup>nd</sup> AGM on 23 June 2022 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia. Members are encouraged to appoint the Chairman as their proxy.

The last date and time for lodging the proxy form is on **Tuesday, 21 June 2022 at 9.00 a.m.**

## REGISTRATION ON THE DAY OF 2<sup>nd</sup> AGM

The registration counter will be open at 8.30 a.m. on Thursday, 23 June 2022 at Kuala Lumpur Golf & Country Club, 10, Jalan 1/70 D, Bukit Kiara, 60000 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur. All attendees are also required to observe social distancing.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

## VOTING PROCEDURE

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the AGM will be conducted by poll. The poll administrator and Independent Scrutineers will be appointed by the Company to conduct the polling process and verify the results of the poll respectively.

## NO REFRESHMENTS OR FOOD VOUCHERS NOR DOOR GIFTS

To ensure social and physical distancing, we will be implementing contactless procedures throughout the 2<sup>nd</sup> AGM. Hence, there will be no refreshments nor door gifts provided to members, proxies or invited guests.

## ENQUIRY

If you have any enquiries prior to the 2<sup>nd</sup> AGM, please contact us or our Share Registrar during office hours on Monday to Friday, from 9.00 a.m. to 5.30 p.m. (except on public holidays): -

### Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
No. 8, Jalan Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
Tel No. : +603-7890 4700  
Fax No. : +603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

builder of choice

### PERSONAL DATA PRIVACY:

*By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the 2nd AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 2nd AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.*