

# ADMINISTRATIVE DETAILS FOR 24TH ANNUAL GENERAL MEETING

**Day & Date** : Wednesday, 25 May 2016  
**Time** : 2.00 p.m.  
**Venue** : Grand Ballroom, 1st Floor, Sime Darby Convention Centre (SDCC), 1A Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia

## PARKING

Kindly park your vehicle at SDCC car park where parking is free.

## REGISTRATION

1. Registration will start at 11.30 a.m. at the foyer of the meeting hall. There will be signages to the registration area and you will have to queue for registration.
2. Please produce your original Identity Card (IC) at the registration counter for verification. Please make sure your IC is returned to you thereafter.
3. Upon verification, you are required to write your name and sign the Attendance List placed on the registration counter.
4. You will be given an identification wristband and only be allowed to enter the meeting hall if you are wearing the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
5. If you are attending the Annual General Meeting as shareholder as well as proxy, you will be registered only once and will be given only one identification wristband to enter the meeting hall.
6. After registration, please leave the registration area immediately and proceed to the refreshment hall as indicated by signages.
7. No individual will be allowed to register on behalf of another individual even with the original IC of that other individual.
8. The registration counter will handle only verification of identity and registration.

## HELP DESK

1. Please proceed to the Help Desk located at the foyer of the meeting hall for any clarification or queries.
2. The Help Desk will also handle revocation of proxy's appointment.

## ENTITLEMENTS TO ATTEND, SPEAK AND VOTE

Only a Depositor registered in the Register of Members/Record of Depositors and whose name appears in the Register of Members/Record of Depositors as at 17 May 2016 shall be entitled to attend, speak and vote at the Annual General Meeting or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

## PROXY

1. If you are a member of the Company at the time set out above, you are entitled to appoint not more than two (2) proxies to exercise all or any of your rights to attend and vote at the Annual General Meeting. If you are unable to attend the Annual General Meeting and wish to appoint a proxy to attend and vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
2. If you wish to attend the Annual General Meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the Annual General Meeting together with a proxy appointed by you.
3. If you have submitted your Proxy Form prior to the Annual General Meeting and subsequently decided to attend the Annual General Meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.
4. If you wish to submit your Proxy Form by facsimile, please fax to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Fax No. +603-2783 9222 not less than 48 hours before the time appointed for holding the Annual General Meeting or any adjournment thereof. Please also ensure that the original Proxy Form is deposited at the office of the Share Registrar not less than 48 hours before the time appointed for holding the Annual General Meeting.

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### CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the Annual General Meeting should submit the original certificate of appointment under the seal of the corporation to the office of the Share Registrar at any time before the time appointed for holding the Annual General Meeting or to the registration staff on the Annual General Meeting day for the Company's records.

### ENQUIRY

If you have general queries prior to the Annual General Meeting, please contact the Share Registrar during office hours:-

Telephone : General +603-2783 9299  
Samantha Goh +603-2783 9236  
Eric Low +603-2783 9267

Fax : General +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
[Samantha.Goh@my.tricorglobal.com](mailto:Samantha.Goh@my.tricorglobal.com)  
[Eric.Low@my.tricorglobal.com](mailto:Eric.Low@my.tricorglobal.com)

### MAP TO SDCC

