

ADMINISTRATIVE GUIDE

Day and Date	Time	Venue
Wednesday, 8 June 2022	10.00 a.m.	Ideal Convention Centre – IDCC Shah Alam, Level 7, Jalan Pahat L 15/L, Seksyen 15, 40200 Shah Alam, Selangor Darul Ehsan

MEASURES TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the constant evolving COVID-19 situation in Malaysia, the following steps will be taken for participants who will be attending the Twenty Seventh Annual General Meeting (“27th AGM”) in order to minimise the risk of spreading the COVID-19 virus:

TEMPERATURE CHECKS, HEALTH DECLARATION FORM AND FACE MASK

1. **Only fully vaccinated Attendees** (referring, in a collective sense, to members / proxies / management personnel / invited guests) **ARE ALLOWED** to attend the AGM.
2. Any person with a body temperature of more than 37.5°C and/or exhibit flu-like symptoms will not be allowed to attend the AGM. **Participants who are feeling unwell are strongly advised not to attend the AGM.**
3. All Attendees must practice proper hygiene including the use of hand sanitisers provided at the meeting venue and are required to **wear a face mask at all times.**
4. Attendees are advised to arrive early the meeting venue early given that the above measures may cause delay in the registration process.

SOCIAL DISTANCING AND SEATING ARRANGEMENT

To enhance social distancing measures, the seats allocated for participants at the AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standing operations procedure provided by the relevant governmental and/ or health authorities.

REGISTRATION ON THE DAY OF AGM

1. Registration will commence at 9.00 am and will end at the time as may be determined by the Chairman of the meeting.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification. Please make sure your NRIC is returned to you after registration.
3. A polling form will be given to you thereafter. No one will be allowed to enter the meeting room without the polling form. There will be no replacement should you lose or misplace the polling form.

4. You may proceed to the meeting room thereafter.
5. Registration must be done in person. No person is allowed to register on behalf of another.
6. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

PROXY

1. A member entitled to attend and vote in the meeting is allowed to appoint proxy. Please submit your Form of Proxy in accordance with the notes and instructions printed therein.
2. The Form of Proxy is not required if you are attending the meeting.
3. Please ensure that the original Form of Proxy is deposited at the Company's Share Registrars Office at 11th Floor, Menara Symphony, No. 5, Jalan Prof Khoo Kay Kim, Section 13, 46200 Petaling Jaya, Selangor not less than forty-eight (48) hours before the time appointed for holding the meeting or adjourned meeting.
4. If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 27th AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 30 May 2022 and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

ANNUAL REPORT 2021 AND STATEMENT TO SHAREHOLDERS

The Annual Report 2021 and the Statement to Shareholders for the Proposed Renewal of Share Buy-Back are published on the Company's website at www.magnaprima.com.my and is also released on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com.

NO DOOR GIFTS / REFRESHMENT

There will be no door gifts, food or beverage served at the AGM.

NO RECORDING OR PHOTOGRAPHY

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