

# Administrative Details

Thong Guan Industries Berhad  
199401038519 (324203-K)

## 26<sup>th</sup> Annual General Meeting

Day and Date	Thursday, 27 May 2021
Time	11.00 am
Venue	The President 01, Level 2, Park Avenue Hotel, E-1, Jalan Indah 2, Taman Sejati Indah, 08000 Sungai Petani, Kedah

## GENERAL MEETING ARRANGEMENTS

As a precautionary measure amid COVID-19 outbreak, we may be required to change the arrangements of the Company's forthcoming Annual General Meeting ("AGM"), as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us.

## COVID-19 PANDEMIC

1. In light of the COVID-19 pandemic, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health before attending the AGM.
2. Shareholders/proxies who had recent travel history during the said 14 days period prior to the AGM or had been in contact with a suspected or confirmed COVID-19 patient during the 14 days period prior to the AGM, irrespective of nationality, will not be permitted to attend the AGM.
3. Shareholders/proxies with body temperature of 37.5 degrees Celsius or more and/or pneumonia symptoms (which include fever, cough, breathlessness) are also not allowed to attend the AGM.
4. Temperature checks will be conducted on all persons upon arrival at the AGM venue.
5. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
6. All attendees are advised to sanitize their hands and wear face masks before entering the AGM venue.
7. To enhance social distancing measures, the seats allocated for shareholders/proxies at the AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standard operating procedure issued by the relevant government and/or health authority.
8. Shareholders are unable to join the meeting are encouraged to appoint the Chairman of the Meeting or their proxies to vote on their behalf.

## REGISTRATION

9. Registration will commence at 10.00 a.m. and will end at the time as may be determined by the Chairman of the meeting.
10. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification. Please make sure your NRIC or Passport is returned to you after registration.
11. An access card will be given to you thereafter. No one will be allowed to enter the meeting room without the access card. There will be no replacement should you lose or misplace the access card.
12. You may proceed to the meeting room thereafter.
13. Registration must be done in person. No person is allowed to register on behalf of another.
14. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

## PROXY

15. 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.
16. The Form of Proxy is not required if you are attending the meeting in person.
17. If you have submitted your Form of Proxy prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the registration counter to revoke the appointment of your proxy.
18. Please ensure that the original Form of Proxy is deposited at the Company's Registered Office at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang not less than forty-eight (48) hours before the meeting time. No proof of despatch of Form of Proxy will be entertained.

## GENERAL MEETING RECORD OF DEPOSITORS

19. For the purpose of determining who shall be entitled to attend the 26th Annual General Meeting, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 18 May 2021 and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

## **Administrative Details** (Cont'd)

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### **ANNUAL REPORT 2020**

20. The Company Annual Report 2020 is available on the Company's website at [www.thongguan.com](http://www.thongguan.com) and Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **NO RECORDING OR PHOTOGRAPHY**

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

### **MOBILE DEVICES**

22. Please ensure all mobile devices such as phones/pagers/other sound emitting devices are put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

### **AGM ENQUIRY**

23. For any enquiry prior to the 26th AGM, please contact the following during office hours:

- (a) Boardroom Corporate Services Sdn. Bhd.  
Tel +604 229 4390/ 227 7762
- (b) Share Registrar – Agriteum Share Registration Services Sdn. Bhd.  
Tel +604 228 2321

### **PERSONAL DATA POLICY**

By registering and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.

***The Company and its subsidiaries, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives or any other party arising out of or in connection with any of them being infected or suspected of being infected with COVID-19 and/or suffering any losses arising out of or in connection with attendance at the AGM and/or measures undertaken by the Company in the Company's sole discretion in response to the COVID-19 pandemic.***