

# ADMINISTRATIVE DETAILS

Thong Guan Industries Berhad  
199401038519 (324203-K)

## TWENTY-SEVENTH ANNUAL GENERAL MEETING ("27<sup>TH</sup> AGM")

Considering that COVID-19 remains a threat to the health and safety of the shareholders and in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022, the 27<sup>th</sup> AGM will be held virtually through live webcast and online remote voting using Remote Participation and Voting ("RPV") Facility.

The day, date, time of the 27<sup>th</sup> AGM are as follows: -

Day, Date and Time of Meeting	Friday, 27 May 2022 at 10.00 am
Online Meeting Platform	<a href="https://www.agriteum.com.my/">https://www.agriteum.com.my/</a> provided by <b>AGRITEUM</b> Share Registration Services Sdn Bhd in Malaysia (" <b>AGRITEUM</b> Portal") (Domain Registration No. with MYNIC-D1A400977)

**Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 27<sup>th</sup> AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.**

### RPV FACILITY

Shareholder(s)/ proxy(ies)/ corporate representative(s)/ attorney(s) are to participate, communicate and vote (collectively, "participate") remotely at the 27<sup>th</sup> AGM using RPV provided by **AGRITEUM** via its website at [www.agriteum.com.my](http://www.agriteum.com.my) ("**AGRITEUM** Portal").

If you wish to submit your questions via the **AGRITEUM** Portal, you must first register as a user at the **AGRITEUM** Portal. Thereafter, you may select "My Virtual Meeting" under the Main Menu and click on the Q&A icon to post your question(s).

Shareholder(s) may submit questions to the Board prior to the 27<sup>th</sup> AGM via the Q&A icon in the **AGRITEUM** Portal from 12:00 noon on 19 May 2022 up to 9:30 am on 27 May 2022. If there is time constraint in answering the questions during the 27<sup>th</sup> AGM, the questions will be answered through email.

### PROCEDURES FOR RPV FACILITY

**Individual** Shareholder(s) / prox(ies) / corporate representative(s) / attorney(s) who wish to participate in the 27<sup>th</sup> AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
<b>Before the day of 27<sup>th</sup> AGM</b>	
(i) Register as a user (only applicable to individual)	<ul style="list-style-type: none"><li>• Access <b>AGRITEUM</b> Portal at <a href="http://www.agriteum.com.my">www.agriteum.com.my</a></li><li>• Click &lt;&lt;Login/Register&gt;&gt; followed by &lt;&lt;Register New User&gt;&gt; to register as a new user.</li><li>• Complete the registration by filling up the information required and upload a clear copy of your <b>MyKAD</b> (both front and back page) or <b>Passport</b>.</li><li>• Read and agree to the terms &amp; conditions and thereafter submit your registration.</li><li>• Please enter a valid email address in order for you to receive the verification email from the <b>AGRITEUM</b> Portal.</li><li>• Please verify your email address before the link expire in <b>one hour (1)</b> from your registration.</li><li>• Your registration will be verified and approved by the <b>AGRITEUM</b> Portal. Once approved, an email notification will be sent to you.</li></ul>
(ii) Submit your Question	<ul style="list-style-type: none"><li>• You may pre-submit your questions: using the <b>AGRITEUM</b> Portal from 12:00 p.m. on 19 May 2022 up to 9:30 a.m. on 27 May 2022.</li></ul>

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On the day of 27 <sup>th</sup> AGM (27/05/2022)	
(iii) Login to <b>AGRITEUM</b> Portal at <a href="http://www.agriteum.com.my">www.agriteum.com.my</a>	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the 27<sup>th</sup> AGM at any time from 9:30 a.m. i.e. 30 minutes before the commencement of the 27<sup>th</sup> AGM on Friday, 27 May 2022 at 10:00 a.m.</li><li>• If you have forgotten your password, you can reset it by clicking on "Forgot Password".</li></ul>
(iv) Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the "Virtual Meeting" from main menu.</li><li>• Click &lt;&lt;Join Meeting&gt;&gt; in order to join the live streaming of the 27<sup>th</sup> AGM.</li><li>• If you have any question(s) during the 27<sup>th</sup> AGM, you may use the Q&amp;A icon in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 27<sup>th</sup> AGM ("Chairman") / Board / Management will try to respond to all relevant questions submitted during the 27<sup>th</sup> AGM. If there is time constraint in answering the questions during the 27<sup>th</sup> AGM, the responses will be answered through email.</li><li>• If you are using a smartphone to participate in the 27<sup>th</sup> AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 27<sup>th</sup> AGM.</li><li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li></ul>
(v) Online remote voting	<ul style="list-style-type: none"><li>• Please select the &lt;&lt;Voting&gt;&gt; option located next to &lt;&lt;Join Meeting&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li><li>• Voting session will commence once the Chairman of the Meeting declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li><li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li></ul>
(vi) End of RPV Facility	<ul style="list-style-type: none"><li>• The RPV Facility will end and the Q&amp;A icon will be disabled the moment the Chairman announces the closure of the 27<sup>th</sup> AGM.</li></ul>

## Notes to users of the RPV Facility:

- (a) Should your registration to join the 27<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed 27<sup>th</sup> AGM and to vote remotely using the RPV Facility. Your log in to the **AGRITEUM** Portal on the day of the 27<sup>th</sup> AGM will indicate your presence at the 27<sup>th</sup> AGM.
- (b) If you encounter any issue with your online registration at the **AGRITEUM** Portal, please call +604-2282 321 or e-mail to [agriteumsrs@gmail.com](mailto:agriteumsrs@gmail.com) for assistance.

## NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 27<sup>th</sup> AGM.

## RECORD OF DEPOSITORS ("ROD") FOR THE 27<sup>th</sup> AGM

Only shareholders whose names appear on the ROD as at **18 May 2022** shall be entitled to participate or appoint proxy(ies) to participate at the 27<sup>th</sup> AGM via the RPV Facility.

## PROXY

1. The 27<sup>th</sup> AGM will be conducted on a virtual basis. If you are unable to participate the 27<sup>th</sup> AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Form of Proxy.
2. If you wish to appoint proxy(ies) to participate in the 27<sup>th</sup> AGM using the RPV Facility, the Form of Proxy **must be completed and deposited** with the Company 170-09-01 Livingston Tower, Jalan Argyll, 10050 George Town, Penang, Malaysia not less than forty-eight (48) hours before the time for holding the meeting provided that in the event the member(s) duly executes the Form of Proxy but does not name any proxy, such member(s) shall be deemed to have appointed the Chairman of the meeting as his/her proxy, provided always that the rest of the Form of Proxy, other than the particulars of the proxy have been duly completed by the member(s). Alternatively, you may submit your Form of Proxy electronically ("E-proxy") via [www.agriteum.com.my](http://www.agriteum.com.my). For further information on the E-proxy, kindly refer to the Annexure of the Form of Proxy.

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### PROXY (Cont'd)

3. Shareholder(s) who have appointed a proxy(ies)/ authorised representative(s)/ attorney(s) to participate at the 27<sup>th</sup> AGM via the RPV Facility must ensure that his/her proxy(ies)/ authorised representative(s)/ attorney(s) register himself/herself at the **AGRITEUM** Portal prior to the 27<sup>th</sup> AGM.

### REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 27<sup>th</sup> AGM by yourself, please write in to **AGRITEUM Share Registration Services Sdn Bhd** at least twenty-four (24) hours before the time appointed for holding the 27<sup>th</sup> AGM to revoke the earlier appointed proxy. Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 27<sup>th</sup> AGM. In such event, shareholders should advise their proxy/proxies accordingly.

### POLL VOTING

1. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 27<sup>th</sup> AGM of the Company shall be put to vote by way of a poll. The Company has appointed **AGRITEUM** Share Registration Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Corporate Services Sdn Bhd as Independent Scrutineers to verify the poll results.
2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

### RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the AGM and on Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### DOOR GIFT

There will be **NO** door gift to be provided for participation at the 27<sup>th</sup> AGM.

### ENQUIRY

If you have any enquiry relating to the 27<sup>th</sup> AGM, please contact any of the following persons during office hours from 9:00 am to 5:00 pm on Monday to Friday:

**AGRITEUM** Share Registration Services Sdn Bhd

2nd Floor, Wisma Penang Garden  
42 Jalan Sultan Ahmad Shah  
10050 George Town, Pulau Pinang, Malaysia  
Telephone Number : 604-228 2321  
Fax Number : 604-227 2391  
Email : [agriteumsrs@gmail.com](mailto:agriteumsrs@gmail.com)  
Contact persons : Ms Ng HY or Ms Chin LP

### PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with **AGRITEUM** Portal to participate and vote remotely at the 27<sup>th</sup> AGM using the RPV Facility, the shareholder/ proxy holder/ representative(s) accepts and agrees to the personal data privacy terms.