

# ADMINISTRATIVE GUIDE

FOR THE TWENTY-EIGHT ANNUAL GENERAL MEETING ("28<sup>th</sup> AGM") OF  
THONG GUAN INDUSTRIES BERHAD ("THE COMPANY")

Day & Date : **Monday, 22 May 2023**  
Time : **11:00 a.m.**  
Venue : **Sapphire Hall, Purest Hotel, No. A-2 Jalan Indah 1, Taman Sejati Indah, 08000 Sungai Petani, Kedah Darul Aman, Malaysia**

## Registration on the day of AGM

1. Registration will commence at 10:30 a.m. and will end at the time as may be determined by the Chairman of the Meeting.
2. Please present your original MyKad or Passport to the registration staff for verification. Please make sure your MyKad or Passport is returned to you after registration.

## Entitlement to Participate and Appointment of Proxy

1. Only members whose names appear on the Record of Depositors on **12 May 2023** (General Meeting Record of Depositors) shall be eligible to attend the meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.
2. The instrument appointing a proxy shall be deposited in the following manner not less than 48 hours before the time set for holding the 28<sup>th</sup> AGM or any adjournment thereof:
  - (a) **By hard copy form**  
The Form of Proxy must be deposited at the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia.
  - (b) **By electronic form**  
The Form of Proxy can be electronically submitted through facsimile at +604 226 5860 or through **AGRITEUM** portal at [www.agriteum.com.my](http://www.agriteum.com.my) ("E-proxy"). For further information on the E-proxy, kindly refer to the Annexure of the Form of Proxy.

## Revocation of Proxy

1. If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our 28<sup>th</sup> AGM in person, please write in and be deposited at the Registered Office of the Company to revoke the earlier appointed proxy twenty-four (24) hours before the 28<sup>th</sup> AGM.

## Door Gifts

1. There will be no distribution of door gifts for participation at the 28<sup>th</sup> AGM.

## Enquiries

1. For any enquiries, kindly contact the following during office hours (8:30 a.m. to 5:30 p.m.) on Monday to Friday (except public holidays):

Agriteum Share Registration Services Sdn. Bhd.  
T: +604 228 2321 | F: +604 227 2391

Boardroom Corporate Services Sdn. Bhd.  
T: +604 229 4390 | F: +604 226 5860

## Personal Data Privacy

*By submitting the duly executed Form of Proxy, the member and his/her proxy consent to the Company and/or its agents/ service providers to collect, use and disclose the personal data therein in accordance with the Personal Data Protection Act 2010, for the purpose of the 28<sup>th</sup> AGM of the Company and any adjournment thereof.*