

## ADMINISTRATIVE GUIDE FOR THE DEFERRED 17TH ANNUAL GENERAL MEETING

Date and Time : **Tuesday, 17 August 2021, 11:00 a.m.**  
Online Meeting Platform : TIIH Online website at <https://tiih.online>  
provided by Tricor Investor & Issuing House Services Sdn. Bhd., Malaysia

### PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (“COVID-19”)

The revised Guidance Note and FAQs on the conduct of General Meetings for Listed Issuers issued by Securities Commission Malaysia (“the Revised Guidance Note and FAQs”) states that effective 1 June 2021, when a listed issuer conducts its general meeting during a full lockdown in Malaysia, the listed issuer is only allowed to conduct a fully virtual general meeting where all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Physical gatherings no matter how small are prohibited.

In line with the full lockdown and restriction on movement, and as part of the safety measures taken by TAFI to safeguard the safety of our shareholders, the Board of Directors of TAFI, after having due consideration to the above, has decided that the deferred 17th AGM of the Company will be conducted entirely through live streaming from the Broadcast Venue via Remote Participation and Voting facilities (“RPV”) which are available on Tricor Investor & Issuing House Services Sdn Bhd's (“Tricor”) TIIH Online website at <https://tiih.online>.

We strongly encourage you to attend the deferred 17th AGM via the RPV. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the deferred 17th AGM.

The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

### REMOTE PARTICIPATION AND VOTING-

- The RPV are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the deferred 17th AGM using RPV from Tricor.
- Kindly refer to Procedures to remote participation and voting via RPV as set out below for the requirements and procedures.

### PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the deferred 17th AGM using the RPV facilities:

#### Before the deferred 17th AGM Day

Procedure	Action
i. Register as a user with TIIH Online	Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a> . Register as a user under the “e-Services” select “Create Account by <b>Individual Holder</b> ”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
ii. Submit your request to attend the deferred 17th AGM remotely	<ul style="list-style-type: none"><li>• Registration is open on Monday, 26 July 2021 until the day of deferred 17th AGM on Tuesday, 17 August 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the deferred 17th AGM to ascertain their eligibility to participate the deferred 17th AGM using the RPV.</li><li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>(Registration) TAFI 17TH AGM</b></li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select “Register for Remote Participation and Voting”.</li><li>• Review your registration and proceed to register.</li><li>• System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li></ul>

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### Before the deferred 17th AGM Day (Cont'd)

Procedure	Action
ii. Submit your request to attend the deferred 17th AGM remotely	<ul style="list-style-type: none"> <li>After verification of your registration against the Record of Depositors as at <b>11 August 2021</b>, the system will send you an <b>e-mail after 15 August 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV)</i></p>

### On the deferred 17th AGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the deferred 17th AGM at any time from 10:00 a.m. i.e. 1 hour before the commencement of meeting at 11:00 a.m. on Tuesday, 17 August 2021.</li> </ul>
ii. Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>(Live Stream Meeting) TAFI 17TH AGM</b> to engage in the proceedings of the deferred 17th AGM remotely.</li> </ul> <p>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the deferred 17th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p>
iii. Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 11:00 a.m. on Tuesday, 17 August 2021 until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: <b>(Remote Voting) TAFI 17TH AGM</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
iv. End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the deferred 17th AGM, the Live Streaming will end.</li> </ul>

#### **Note to users of the RPV facilities:**

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### **ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY**

- Only members whose names appear on the Record of Depositors as at **11 August 2021** shall be eligible to participate at the deferred 17th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her/its behalf.
- In view that the deferred 17th AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her/its proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the deferred 17th AGM yourself, please do not submit any Proxy Form for the deferred 17th AGM. You will not be allowed to participate in the deferred 17th AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the deferred 17th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 15 August 2021 at 11:00 a.m.**

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(a) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No.8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic form

In the case of an appointment made via electronic mean, the proxy form can be electronically submitted to the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. via TIIH Online. The website to access TIIH Online is <https://tiih.online>.

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: "<b>TAFI 17TH AGM - Submission of Proxy Form</b>".</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the form of proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate exercise name: "<b>TAFI 17TH AGM - Submission of Proxy Form</b>"</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Login to TIIH Online, select corporate exercise name: "<b>TAFI 17TH AGM-Submission of Proxy Form</b>".</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

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## VOTING AT MEETING

- The voting at the deferred 17th AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor to conduct the poll voting electronically (“e-voting”) and Quantegic Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the deferred 17th AGM at 11:00 a.m. Kindly refer to “Procedures to Remote Participation and Voting via RPV” provided above for guidance on how to vote remotely via TIIH Online.

## RESULTS OF THE VOTING

- The resolutions proposed at the deferred 17th AGM and the results of the voting will be announced at the deferred 17th AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

- The Board recognises that the deferred 17th AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the deferred 17th AGM, shareholders may in advance, before the deferred 17th AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than Sunday, 15 August 2021. The Board of Directors will endeavor to address the questions received at the deferred 17th AGM.

## ENQUIRY

If you have any enquiries on the above, please contact the following person-in charge during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):

**Tricor Investor & Issuing House Services Sdn Bhd**  
General/Fax No : +603 - 2783 9299 / +603 - 2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)