



**TAFI INDUSTRIES BERHAD**  
(Registration No. 200401002432 (640935-P))  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING**

Date : 5 January 2021 (Tuesday)  
Time : 11:00 a.m.  
Venue : TAMU Hotel & Suites, Kuala Lumpur,  
Ballroom 1, Level 13,  
120 Jalan Raja Abdullah,  
Kampong Bharu, 50300 Kuala Lumpur.

### **1. COVID-19 – PUBLIC HEALTH PRECAUTIONARY MEASURES**

1. In light of the COVID-19 outbreak, the EGM will be conducted in accordance with the directives of the Ministry of Health Malaysia, the “SOP Am Pelaksanaan Majlis Kerajaan dan Swasta” issued by the Malaysian National Security Council and the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia and other directives and guidelines which may be issued from time to time by the Government of Malaysia.
2. To safeguard the health and safety of attendees and to minimize the risks of spreading the COVID-19 virus, the Company will implement the following precautionary measures for the EGM:
  - a. A health screening counter will be set up at the entrance of meeting venue to conduct body temperature screening on all attendees as well as to administer.
  - b. All attendees are required to register their attendance vide the “MySejahtera App” using attendee’s own smart mobile phone by scanning the QR code provided (Attendees are advised to download and installed the said App in advance onto their smart mobile phone).
  - c. Attendees who do not possess smart mobile phones must be manually registered.
  - d. Attendees having a body temperature exceeding 37.5°C and/or exhibiting one or more of the symptoms such as fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath will not be allowed to attend and participate in the EGM. Such attendees must seek medical attention immediately.
  - e. If you have travelled overseas in the past 14 days prior to the EGM or have been in contact with a COVID-19 affected person, and/or person suspected of COVID-19 case or if you are unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, you should refrain from attending the EGM in person. Under such circumstances, you are advised to appoint the Chairman of the Meeting as your proxy to attend and vote at the EGM on your behalf.
  - f. Attendees must sanitise their hands and wear a face mask as well as observe/maintain social distancing of at least 1 metre between each other at all times.

## 2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositor as at **29 December 2020** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

## 3. NO REFRESHMENT, DOOR GIFTS OR FOOD VOUCHERS

There will be no refreshment, door gifts or food vouchers provided to shareholders, proxies and invited guests who attend the EGM.

## 4. PRE-REGISTRATION TO ATTEND THE EXTRAORDINARY GENERAL MEETING

Shareholders are required to register ahead of the EGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please do read and follow the following procedures to pre-register your physical attendance at the EGM via the TIIH Online website at <https://tiih.online>:-

- Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the “**e-Services**”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: “**(REGISTRATION) TAFI EGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “**Register for Physical Attendance at Meeting Venue**”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail **after 3 January 2021** to approve or reject your registration to attend physically at the Meeting Venue.

Please note that only a depositor whose name appears on the Record of Depositor as at **29 December 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her/its behalf at the EGM.

## 5. REGISTRATION ON THE DAY OF THE EGM

Registration will start at 10:00 a.m. at TAMU Hotel & Suites, Kuala Lumpur, Ballroom 1, Level 13, 120 Jalan Raja Abdullah, Kampong Bharu, 50300 Kuala Lumpur.

Original MyKad or passport is required to be presented during registration for verification.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion.

## 6. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate EGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 3 January 2021 at 11:00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company at 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

The proxy form can be electronically lodged with the Share Registrar of the Company via TIH Online at <https://tiih.online> (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Proxy Form.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at 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, not later than **Sunday, 3 January 2021 at 11:00 a.m.** to participate EGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company at 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, not later than **Sunday, 3 January 2021 at 11:00 a.m.** to participate EGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
  - (a) at least two (2) authorised officers, of whom one shall be a director; or
  - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

## PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
a	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 do 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>
b	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: "Submission of Proxy Form".</li><li>Read and agree to the Terms &amp; 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(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>Review and confirm your proxy(s) appointment.</li><li>Print proxy form for your record.</li></ul>

7. Shareholders are advised to check the Company's website at <https://welcome.tafi.com.my/> and announcements from time to time for any changes to the administration of the EGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities
8. 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)

Ms Esther Loo : +603 - 2783 9293 / [Esther.Loo@my.tricorglobal.com](mailto:Esther.Loo@my.tricorglobal.com)

Encik Muhammad Ashraff : +603 - 2783 9276 / [Muhammad.Ashraff@my.tricorglobal.com](mailto:Muhammad.Ashraff@my.tricorglobal.com)