

**Administrative Guide for the
 Twenty-Second Annual General Meeting (“AGM”) &
 Extraordinary General Meeting (“EGM”)**

	AGM	EGM
Venue:	Multi-Purpose Hall, 2nd Floor, Lot 5, Jalan P10/12 Kawasan Perusahaan Bangi 43650 Bandar Baru Bangi Selangor Darul Ehsan	Multi-Purpose Hall, 2nd Floor, Lot 5, Jalan P10/12 Kawasan Perusahaan Bangi 43650 Bandar Baru Bangi Selangor Darul Ehsan
Date:	Thursday, 27 August 2020	Thursday, 27 August 2020
Time:	9.30 a.m.	10.30 a.m. or immediately after the conclusion or adjournment (as the case may be) of the Company’s AGM

In view of the evolving development of COVID-19 situation in Malaysia and following the issuance of Guidance and FAQs on the Conduct of General Meetings for Listed Issuers by the Securities Commission (“SC”) on 24 June 2020, the Company issues this Administrative Guide as below.

Shareholders are advised to visit the Company’s website and Bursa’s website from time to time for any changes or updated information on the Company’s forthcoming AGM and 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 and/or other relevant authorities.

1. PRECAUTIONS AND PREVENTIVE MEASURES IN VIEW OF COVID-19

- i. For the conduct of the AGM and EGM, the Company wishes to advise the shareholders that the Company shall be taking precautionary measures in line with the Standard Operation Procedures (“SOP”) issued by Majlis Keselamatan Negara (“MKN”) dated 15 July 2020 and any revisions that may be made from time to time by MKN and/or the relevant authorities.
- ii. All attendees are advised to download the MySejahtera application in advance at their phone for registration of their attendance for the meetings.
- iii. All attendees will be required to wear face mask, sanitize their hands, undergo temperature check and make a health declaration prior to entering the meeting venue. The Company reserves the right to deny entry to anyone with a temperature of 37.5 degrees Celsius or higher and/or showing symptoms of respiratory illness such as coughing and sneezing.
- iv. The capacity of the meeting venue must be sufficient to allow seating arrangement with social distancing of one metre.
- v. If you are feeling unwell, you are strongly advised to appoint a proxy or the Chairman of the Meeting to attend and vote on your behalf at the AGM and EGM.

2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositors as at **21 August 2020** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

3. NO REFRESHMENT/LUNCH OR FOOD VOUCHERS

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

4. PRE-REGISTRATION TO ATTEND THE AGM AND EGM

Shareholders are required to register ahead of the AGM and EGM to allow the Company to make the necessary arrangements in relation to the meetings 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 AGM and/or 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) GENETEC AGM**” or “**(REGISTRATION) GENETEC 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 25 August 2020** 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 Depositors as at 21 August 2020 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the AGM and/or EGM.

5. REGISTRATION ON THE DAY OF THE AGM AND EGM

- i. Registration will start at 8.30 a.m. on Thursday, 27 August 2020 concurrently for AGM and EGM.
- ii. Kindly produce your original MyKad/Passport (for foreigners) to the registration staff at the registration counter for verification. Please ensure to collect your MyKad/Passport thereafter.
- iii. Upon verification, you are required to sign on the Attendance list prepared by the registration staff.
- iv. After registration, a polling slip will be issued to the respective shareholders.
- v. No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
- vi. Please vacate the registration area immediately after registration to prevent congestion. Attendees are also required to observe social distancing rule.

6. APPOINTMENT OF PROXY

A shareholder who is unable to attend the AGM and/or EGM on 27 August 2020 may appoint proxy(ies) and indicate the voting instructions in the proxy form. Please deposit the proxy form in the following manner:

- (a) Deposit Hardcopy of Proxy Form

To the Company's Share Registrar office, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(b) Deposit of Proxy Form Electronically

To Tricor Investor & Issuing House Services Sdn Bhd ("TIIH Online") at <https://tiih.online>. Please refer to item 7 below.

(c) The last date and time for lodging the proxy form is Tuesday, 25 August 2020 at 9.30 a.m. and 10.30 a.m. for AGM and EGM respectively.

Please bring an **ORIGINAL** of the following identification papers (where applicable) and present it to the registration staff for verification:

- a. Identity card (NRIC) (Malaysian), or
- b. Police report (for loss of NRIC) / Temporary NRIC (Malaysian), or
- c. Passport (Foreigner).

7. ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge 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"> • Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of AGM and EGM by the Company respectively, login with your user name (i.e. email address) and password. • Select the corporate event: "Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. • Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(s) appointment. • Print proxy form for your record.

8. ENQUIRIES

If you have any enquiries on the above, please contact the following person-in-charge during office hours on Mondays to Fridays from 8.30 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

Amier Arief : +603 - 2783 9250 / Amier.Arief@my.tricorglobal.com

Sazali Husin : +603 - 2783 9280 / Sazali@my.tricorglobal.com