ADMINISTRATIVE DETAILS FOR
THE FIFTEENTH ANNUAL GENERAL MEETING

Date : Wednesday, 21 November 2018
Time : 10.00 a.m.
Venue : Grand Ballroom, First Floor, Sime Darby Convention Centre, 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia.

REGISTRATION

• Registration will start at 7.00 a.m. at Ballroom 3, First Floor, Sime Darby Convention Centre (SDCC).
• Please read the signage to ascertain the registration area to register yourself for the meeting and join the queue accordingly.
• Please produce your ORIGINAL Identification Card (I/C) or Passport (for foreign shareholder) during registration for verification. Only original I/C or Passport is valid for registration. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original I/C or Passport of that other shareholder/proxy. Please make sure you collect your I/C or Passport after the registration.
• After verification and registration, you will be given an identification wristband. If you are attending the Annual General Meeting (AGM) as a shareholder as well as proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
• After registration and signing on the Attendance List, please vacate the registration area.
• The registration counters will only handle verification of shareholdings and registration for the AGM. For any other clarification or query, you may proceed to the Registration Help Desk or Secretariat Help Desk.

REGISTRATION HELP DESK

• The Registration Help Desk is located at Ballroom 3, First Floor, SDCC.
• You may proceed to the Registration Help Desk for any clarification or query on registration matters.

SECRETARIAT HELP DESK

• The Secretariat Help Desk is located at the entrance of the Grand Ballroom.
• The Secretariat Help Desk handles any general clarification or enquiry.

BREAKFAST

• The distribution of the breakfast pack will start at 7.00 a.m. at Banyan Room, Ground Floor, SDCC. No food or beverages are allowed in the Grand Ballroom. Meals can be consumed at the dining areas located on the Ground Floor and LG2 of SDCC.
• A shareholder entitled to attend and vote at the AGM is entitled to appoint not more than two (2) proxies. Each shareholder/proxy who is present will be given one (1) breakfast voucher upon registration. A proxy will be entitled to one (1) breakfast pack irrespective of the number of shareholders a proxy is representing.
• If the proxy/proxies has/have obtained the breakfast pack earlier, shareholder(s) who register subsequently will not be given any breakfast pack.
• There will be no replacement in the event you lose/misplace your breakfast voucher/pack.
• No door gift or lunch will be provided.

SEATING ARRANGEMENT FOR THE AGM

• Free seating. All shareholders/proxies will be allowed to enter the Grand Ballroom from 7.00 a.m. onwards.
• All shareholders/proxies are encouraged to be seated at least five (5) minutes before the commencement of the AGM.

MOBILE DEVICES

• Please ensure that all mobile devices ie phones/pagers/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

NO SMOKING POLICY

• A no smoking policy is maintained inside the SDCC building. Your co-operation is much appreciated.

SURAU/PRAYER ROOM

• The Surau is located at First Floor, near Halia Restaurant.
PARKING

- Indoor parking is available at SDCC (subject to availability).
- Outdoor parking is available at Stadium Juara which is adjacent to SDCC (subject to availability).

SHUTTLE SERVICE

- Shuttle service is available at designated drop off/pick up points between Stadium Juara and SDCC.

FIRST AID

- An ambulance is on standby for any medical emergency. Please refer to the Secretariat Help Desk/First Aiders should you require any assistance.

PERSONAL BELONGINGS

- Please take care of your personal belongings. The organiser will not be held responsible for any item that goes missing.

EVALUATION FORM

- An evaluation form is available at the Secretariat Help Desk. To enable us to improve on the administration and quality of our services, we would appreciate your completed Evaluation Form. Please leave it at the Secretariat Help Desk once completed.

VOTING PROCEDURE

- Voting at the Fifteenth AGM will be conducted on a poll. The Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, is appointed as Poll Administrator to conduct the polling process. Deloitte Enterprise Risk Services Sdn Bhd is appointed as Independent Scrutineers to verify the results of the poll.

ANNUAL REPORT 2018


LOCATION MAP TO SDCC

- GPS Coordinates: N3 08.297 E101 38.916