

43RD ANNUAL GENERAL MEETING OF BURSA MALAYSIA BERHAD
 REGISTRATION NO. 197601004668 (30632-P)

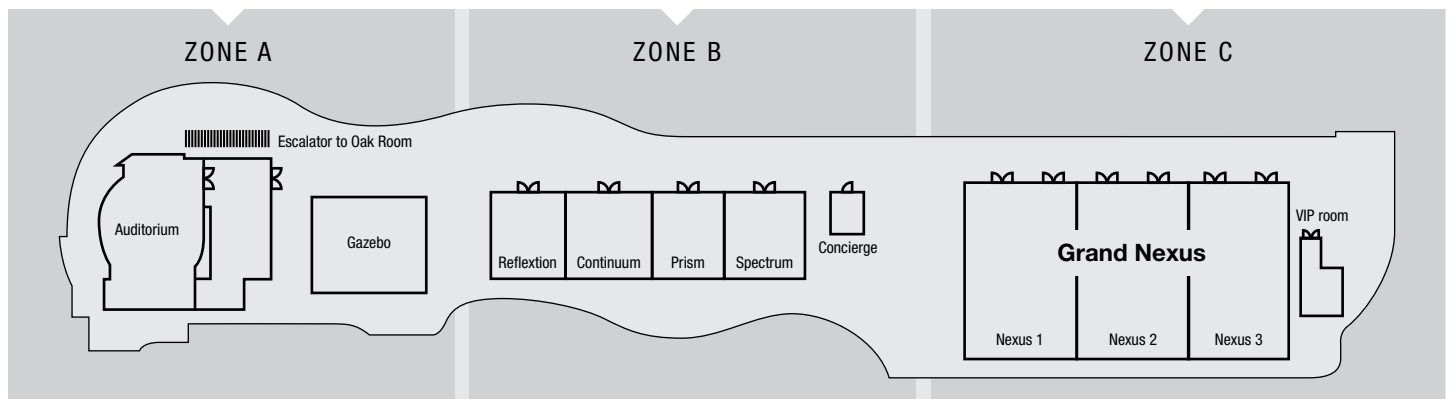
ADMINISTRATIVE GUIDE

DATE:	TIME:	VENUE:
Tuesday, 31 March 2020	10.00 a.m.	Nexus Ballrooms 2 & 3, Connexion Conference & Event Centre (“Nexus”) Level 3A, Nexus, Bangsar South, No. 7, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

Car Parking

1. Parking lots are available at the Nexus. There are 2 entrances to the car park. Entrance A (next to Invito Hotel) will lead you to Basement parking, whilst the entrance at the other end of Nexus will lead you to Level 3 parking. Please exchange your parking ticket for a ‘Complimentary Parking Ticket’ at our **Parking Ticket Counter** which will be located at the foyer of Nexus Ballroom 1 on Level 3A, Nexus. The ‘Complimentary Parking Tickets’ do not require validation at the autopay machines before exit.

Registration (at Nexus)



2. Registration will start at 8.00 a.m. in **Nexus Ballroom 1** on Level 3A, Nexus, and will end at a time as directed by the Chairman of the meeting. There are lifts in each zone, Zone A, Zone B and Zone C which will lead you to Level 3A, Nexus. **Nexus Ballrooms 1, 2 & 3 are located in Zone C.** There is an escalator in Zone B which will take you from Level 3 to Level 3A, Nexus.
3. Please read the signage to ascertain where you should register yourself for the meeting and join the queue accordingly.
4. Please produce your original MyKad/Passport at the registration counter for verification and make sure you collect your MyKad/Passport thereafter.
5. After the verification, you are required to write your name and sign on the Attendance List placed at the registration counter.
6. You will be given (a) a wristband with personalised passcode for the voting purpose, (b) a refreshment coupon, and (c) a lunch voucher.
 - Retain item (a) for entry to the meeting room (Nexus Ballrooms 2 & 3) and for voting at the 43rd Annual General Meeting (AGM);
 - Where more than two (2) proxies are appointed by a Member, only the first two (2) registration of proxies will be provided with items (b) and (c);
 - There will be no replacement in the event that you lose or misplace any one of the aforesaid items (a) to (c).
7. No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
8. The registration counter will handle only verification of identity and registration. If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counters in Nexus Ballroom 1.

Food and Beverage

9. With the refreshment coupon, please proceed to collect your refreshment pack at **Spectrum Function Room**. You may be seated at **Prism Function Room** to have your refreshment. **Function rooms are located in Zone B.**
10. In addition to the refreshment pack, beverage will be served before the commencement of the 43rd AGM, at the foyer of Nexus Ballrooms 1 & 2 on Level 3A, Nexus.

General Meeting Record of Depositors

11. For the purpose of determining a member who shall be entitled to attend the 43rd AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Article 15.9 of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors as at 24 March 2020 (**General Meeting ROD**). Only a depositor whose name appears on the Record of Depositors as at 24 March 2020 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

Proxy

12. A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
13. You may submit your Proxy Form to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd by fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com, but please ensure that the **original Proxy Form** is deposited at the office of the Share Registrar, 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 its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, no later than **Monday, 30 March 2020** at 10.00 a.m.
14. If you wish to attend the meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the meeting together with a proxy appointed by you.
15. If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the **Help Desk** to revoke the appointment of your proxy.

Poll Voting

16. The voting at the 43rd AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (**Tricor**) as Poll Administrator to conduct the poll by way of electronic voting (**e-voting**) and Deloitte Risk Advisory Sdn Bhd as Scrutineers to verify the poll results.
17. During the 43rd AGM, the Chairman will invite the Poll Administrator to brief you on the e-voting procedures using smartphone or tablet (**voting device**).
18. Members and proxies who wish to use their **own voting device** to vote are required to take note of the following e-voting requirements and procedures:
 - (a) Download Tricor e-Vote App (Version 1.3.7) onto your voting device before attending the meeting. Tricor e-Vote App download is available at no cost from Google Play Store or Apple App Store. If you require assistance on how to download the Tricor e-Vote App, please contact Tricor officers listed in Item 28 below.
 - (b) When you arrive at the meeting venue, connect to the Wi-Fi network provided by Tricor for use and access to Tricor e-Vote App:

Wi-Fi Name: Tricor e-Vote	Password: bursa1818
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 - (c) Use the camera function of your voting device to capture the passcode on your wristband to access Tricor e-Vote App.
 - (d) Once login, you can proceed to vote on the resolutions and submit your votes at any time from **10.30 a.m.** but before the completion of the voting session which will be announced by the Chairman during the meeting.
19. Members and proxies who **do not have voting device** to submit their votes, they can do so at the voting kiosks. The Chairman will announce the commencement of voting at the kiosks upon conclusion of the deliberations of all the businesses transacted at the 43rd AGM. Members and proxies will be directed to the kiosks which are equipped with voting devices and polling officers are stationed to assist. The duration of voting at the kiosks is estimated to be 10 minutes.
20. Upon completion of the voting session for the 43rd AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Remote Participation and Voting (RPV)

21. Members (**individuals only**) who are unable or do not wish to be physically present at the Nexus will have the option to participate and vote remotely at the 43rd AGM via the RPV facilities which are available on Tricor's **TIIH Online** website at <https://tiih.online>
22. If you wish to engage in remote participation through live streaming and online remote voting at the 43rd AGM using the RPV facilities, please read and follow the procedures below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">• Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services". 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none">• Registration is open from 10.00 a.m. Monday, 2 March 2020 up to 10.00 a.m. Monday, 30 March 2020.• Login in with your user ID and password and select the corporate event: "(REGISTRATION) BURSA 43RD AGM REMOTE PARTICIPATION".• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert the CDS account number and indicate the number of shares.• Submit to register your remote participation.• System will send an e-mail to notify that your registration for remote participation is received and will be verified.• After verification of your registration against the General Meeting ROD as at 24 March 2020, the system will send you an e-mail to approve or reject your registration for remote participation.

	Procedure	Action
ON THE AGM DAY		
(c)	Login to TIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 43rd AGM at any time from 9.40 a.m. i.e. 20 minutes before the commencement of meeting at 10.00 a.m. on Tuesday, 31 March 2020.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) BURSA 43RD AGM” to engage in the proceedings of the 43rd AGM remotely. 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 43rd AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Select the corporate event: “(REMOTE VOTING) BURSA 43RD AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Voting session commences from 10.30 a.m. Tuesday, 31 March 2020 until a time when the Chairman announces the completion of the voting session at the 43rd AGM venue. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	Upon the announcement by the Chairman on the closure of the 43 rd AGM, the Live Streaming will end.

Coronavirus Disease (COVID-19) Outbreak

23. As you may be aware, the COVID-19 has infected more than 80,000 people globally and there are already 22 cases (as at 26 February 2020) in Malaysia. In view of the COVID-19 outbreak, we advise members to take advantage of the RPV facilities (in items 21 and 22 above) to attend the 43rd AGM remotely as a precautionary measure.

If you have travelled overseas to China and other affected countries in the past 14 days or if you are unwell with sore throat/fever/flu/cough/shortness of breath, please quarantine yourself at home. Under such circumstances, you are advised to attend the 43rd AGM remotely using the RPV facilities.

24. Your safety is the Company’s priority. As a precautionary measure, we will be conducting temperature checks on all persons upon arrival at the AGM venue. If a member has high temperature or showed symptoms of respiratory illness such as coughing and sneezing, we would strongly advise him/her not to attend the 43rd AGM.

Integrated Annual Report 2019

25. The following documents are available at https://bursa.listedcompany.com/iar_2019.html

- Integrated Annual Report 2019 (IAR 2019)
- Sustainability Report 2019
- Corporate Governance Report 2019
- Notice of 43rd AGM, Proxy Form and Administrative Guide

26. You may request for a printed copy of the IAR 2019 at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services”.

Limited copies of the IAR 2019 will be available for collection on a first come first serve basis, from the **Customer Service Desk** at the foyer of **Nexus Ballroom 1** on the date of the 43rd AGM, latest by 12.00 noon.

27. Nevertheless, we hope you would consider the environment before you decide to print the above reports or request for the printed copy of the IAR 2019. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

Enquiry

28. If you have any enquiry prior to the meeting, please contact the following officers during office hours:

(a) Bursa Malaysia Berhad Registration No. 197601004668 (30632-P) 15 th Floor, Exchange Square Bukit Kewangan 50200 Kuala Lumpur, Malaysia	Telephone Number	
	General Line	603-2034 7000
	<ul style="list-style-type: none"> • Puan Salmi Dali • Puan Salbiah Che Mat 	603-2034 7055 603-2034 7235
	Fax Number	603-2732 6437
(b) Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	Telephone Number	
	General Line	603-2783 9299
	<ul style="list-style-type: none"> • Encik Sazali Husin • Mr Eric Low 	603-2783 9280 603-2783 9267
	Fax Number	603-2783 9222

29. You may also drop your enquiries, on any matters relating to Bursa Malaysia, in the **Enquiry Box** which will be placed at **Customer Service Desk** at the foyer of **Nexus Ballroom 1**. We will respond to your enquiries via e-mail or post.