

## ADMINISTRATIVE GUIDE

### ADMINISTRATIVE GUIDE FOR SHAREHOLDERS AND/OR PROXIES ATTENDING THE FIFTY-FIRST ANNUAL GENERAL MEETING ("51ST AGM")

#### INFORMATION ON 51ST AGM

##### 1. Date, Time, and Venue of 51st AGM

The Company's 51st AGM is scheduled to be held as follows:-

**Day and Date** : **Wednesday, 28 December 2022**  
**Time** : **9:00 a.m.**  
**Venue** : **Courtyard, Space U8, No. 6, Persiaran Pasak Bumi, Taman Bukit Jelutong, Seksyen U8, 40150 Shah Alam, Selangor Darul Ehsan**

##### 2. Entitlement to Attend

Only members whose names appear in the Record of Depositors as of 21 December 2022 shall be entitled to attend, participate, speak and vote at the 51st AGM or appoint proxy(ies) to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that mentioned date.

##### 3. Lodgement of Proxy Form of 51st AGM

- (a) If you are unable to attend the 51st AGM and wish to appoint proxy(ies) to vote on your behalf, you may deposit your Proxy Form at the Registered Office of the Company at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan not later than forty-eight (48) hours before the time set for holding the 51st AGM or any adjournment thereof, i.e., **latest by Monday, 26 December 2022 at 9:00 a.m.**
- (b) If you wish to attend the 51st AGM yourself, please do not submit any Proxy Form for the 51st AGM that you wish to attend. You will not be allowed to attend the 51st AGM together with a proxy appointed by you. Only one of you is allowed to attend and enter the meeting venue.
- (c) If you have submitted your Proxy Form prior to the 51st AGM and subsequently decided to attend the 51st AGM yourself, please revoke your proxy appointment at the time of registration.

##### 4. Corporate Member

Any corporate member who wishes to appoint a representative instead of a proxy to attend the 51st AGM should submit the original certificate of appointment under the corporation's seal to the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan at any time before the time appointed for holding the 51st AGM or to the registration staff on the meeting day for the Company's records.

##### 5. Parking

You may park your vehicle at the allocated visitors' parking bays.

##### 6. Door Gifts or Food Vouchers

Door gifts or food vouchers will be given.

## Administrative Guide (Cont'd)

### **GUIDANCE FOR ATTENDANCE OF 51ST AGM**

#### **1. Registration for the 51st AGM**

- (a) Registration will start at 8:00 a.m. and end at such time as the Chairman of the meeting may be determined.
- (b) Please read the signage to ascertain the registration counter to register yourself for the 51st AGM and join the queue accordingly.
- (c) Please present your original National Registration Identification Card ("**NRIC**") or Passport for verification by the Share Registrar against the Record of Depositors as of 21 December 2022. Please ensure that you collect your NRIC or Passport thereafter.
- (d) After verification, you are required to write your name and sign on the Attendance List provided by the Share Registrar. Thereafter, you will be given an identification wristband.
- (e) **NO** individual will be allowed to enter the meeting venue without the identification wristband. There will be no replacement if you lose or misplace the identification wristband.
- (f) **NO** person will be allowed to register on behalf of another person, even with the original NRIC or Passport of that person.
- (g) The registration counter is solely for verification of identity and registration purposes.
- (h) All attendees are also required to observe the social distancing rule.
- (i) Please vacate the registration area immediately after registration.

If you have any enquiries on other matters, please refer to our staff who will be at hand to assist.

#### **2. Safety Measures due to COVID-19 Pandemic**

All attendees are required to adhere to the following standard operating procedures of the Company:-

- (a) To undergo a temperature screening upon arrival at the meeting venue. You will not be allowed to enter the meeting venue if you are believed to be suffering from pneumonia symptoms (which include sore throat/flu/fever/cough/shortness of breath) or having a body temperature above 37.5 Celsius; and
- (b) to wear a face mask before entering the meeting venue and throughout the 51st AGM.

#### **3. Submission of Questions prior to the 51st AGM**

Shareholders are encouraged to submit questions ahead of the 51st AGM and email your questions to [info@ptt.com.my](mailto:info@ptt.com.my), **latest by Monday, 26 December 2022 at 9:00 a.m.**

The Company will endeavour to answer your question(s) at the 51st AGM if time permits or by email after the 51st AGM.

The 51st AGM proceedings will focus on the proposed resolutions to minimise crowd gathering time in an enclosed environment.

### **ENQUIRY**

Should you have any enquiries on the foregoing, please do not hesitate to contact our Share Registrar at their general line: +603 2084 9000 or Ms. Wong from the Company at general line: +603 5037 2822 or email: [info@ptt.com.my](mailto:info@ptt.com.my) during office hours.