

ADMINISTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS AND/OR PROXIES ATTENDING THE FIFTIETH ("50TH") ANNUAL GENERAL MEETING ("AGM")

INFORMATION ON AGM

1. Date, Time, and Venue of AGM

Day and Date	: Tuesday, 28 December 2021
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 2021 shall be entitled to attend, participate, speak and vote at the 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 AGM

- (a) If you are unable to attend the 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 Securities Services (Holdings) Sdn. Bhd., Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan in accordance with the notes and instructions printed therein, not later than forty-eight (48) hours before the AGM, i.e., **latest by Sunday, 26 December 2021 at 9:00 a.m.**
- (b) If you wish to attend the AGM yourself, please do not submit any Proxy Form for the AGM that you wish to attend. You will not be allowed to attend the AGM together with a proxy appointed by you. Only one of you is allowed to attend and enter the AGM venue.
- (c) If you have submitted your Proxy Form prior to the AGM and subsequently decided to attend the AGM yourself, please revoke the appointment of your proxy at the time of registration.

4. Corporate Member

Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the corporation's seal to the Company's Registered Office at Securities Services (Holdings) Sdn. Bhd., 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 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

There will be door gifts or food vouchers.

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GUIDANCE FOR ATTENDANCE OF AGM

In light of the current COVID-19 pandemic, the Company would be most obliged if all attendees were to take all necessary precautions and preventive measures as issued or directed from time to time by the Malaysian Government and/or relevant authorities while attending the AGM.

As the COVID-19 situation continues to evolve, the Company will monitor the status closely. Accordingly, the Company reserves the right to take any precautionary measures as may be required or recommended by the relevant authorities from time to time and may also be required to change its AGM arrangements at short notice.

As such, prior to attending the AGM, you are to keep abreast with the latest news and updates on the AGM from the posting on the Company's website at www.hoover.com.my/investor.html or all announcements as well as all health and safety measures as released by the relevant authorities to the media from time to time.

Attendees are required to read and adhere to the Administrative Guide issued and published on the Company's website at www.hoover.com.my/investor.html.

1. Pre-Registration of Attendance

In order to assist the Company in managing the turnout for the AGM and to ensure compliance with the directives or guidelines on public gathering/event issued by the Malaysian Government and/or relevant authorities, Shareholders/Proxies/Corporate Representatives who wish to attend the AGM in person are required to register ahead of the AGM to allow the Company to facilitate arrangements in relation to the AGM.

Shareholders/Proxies/Corporate Representatives who wish to attend the AGM in person, please provide the following details by email to info@sshsb.com.my, **latest by Sunday, 26 December 2021** before the AGM:-

- (a) Company name
- (b) Full name
- (c) Identity card no./ Passport no.
- (d) CDS account number
- (e) Mobile phone number

After verification of your registration against the General Meeting Record of Depositors as of 21 December 2021, the Company's Share Registrar will send you an e-mail on or after 26 December 2021 to approve or reject your registration to attend physically at the AGM venue. The decision of the Share Registrar shall be final, and no appeal will be entertained.

Attendees without pre-registration will not be allowed to enter the AGM venue for their own safety and the safety of other attendees.

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2. Registration for the 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) Registration will take place at the registration booths located at the entrance to the Courtyard. Therefore, you are required to queue accordingly.
- (c) Please present your original National Registration Identification Card ("**NRIC**") or Passport for verification by the Share Registrar against the pre-registration attendance list. 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 hall 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.

3. Safety Measures Due to COVID-19 Pandemic

- (a) All attendees are required to adhere to the following SOPs of the Company: -
 - (i) to show their fully vaccinated status through their MySejahtera App:

(Fully vaccinated individuals are defined as someone who has received:
 - Two (2) doses of Pfizer, AstraZeneca, Sinovac, Moderna or Sinopharm vaccine for more than 14 days; and
 - Single-dose of Johnson & Johnson or CanSino vaccine for more than 28 days.)
 - (ii) 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;
 - (iii) to sanitise their hands before entering the meeting venue;
 - (iv) to maintain social distancing of at least one (1) meter at all times throughout the Meeting;
 - (v) to wear a face mask before entering the meeting venue and throughout the meeting.

Attendees are advised to arrive early at the meeting venue given that the above measures may cause a delay in the registration process;

- (b) Shareholders are encouraged to appoint the Chairman of the Meeting of your proxy to attend and vote on your behalf at the AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote for and on your behalf.
- (c) The Company reserves the right to limit the total number of physical attendees at the AGM in adherence to the SOPs and the requirements by the relevant authorities. Hence, entry to the meeting venue will be based on a first-come-first-serve basis, and again, the health and safety of all attendees are non-negotiable priorities for the Company.

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4. Submission of Questions prior to AGM

Shareholders are encouraged to submit questions ahead of the AGM and email your questions to corporate@hoover.com.my, **latest by Sunday, 26 December 2021.**

The Company will endeavour to answer your question(s) at the AGM if time permits or by email after the AGM. A written record of the questions and answers would be published in the key summary matters of the AGM (to be uploaded by the Company on its corporate website in due course).

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

Annual Report 2021 and Circular to Shareholders

1. The Company's Annual Report 2021, Circular to Shareholders, Notice of the 50th AGM, Proxy Form, and Administrative Guide are available on the Company's website at www.hoover.com.my/investor.html and also on Bursa Securities' website at www.bursamalaysia.com under "Company Announcements".
2. If you wish to request a printed copy of the Annual Report 2021 and/or Circular to Shareholders, please forward your request by completing the Requisition Form provided. A copy of the Annual Report 2021 and/or Circular to Shareholders will be sent to you by ordinary post within four (4) market days from the date of receipt of the written request. You may also collect the same at the AGM.

ENQUIRY

Should you have any enquiries, please do not hesitate to get in touch with the Share Registrar at Tel: +603-2084 9000 and/or Fax: +603-2094 9940 / 2095 0292 during office hours:

For Pre-Registration:

- (1) Mr. Wong Piang Yoong (email: piang.yoong.wong@sshbs.com.my)
- (2) Ms. Martini Mat Som (email: martini@sshbs.com.my)

Alternatively, you may contact Ms. Celine from Grand Hoover Berhad at Tel: +603 5037 2822 or email: corporate@hoover.com.my during office hours.