

# ADMINISTRATIVE GUIDE FOR THE 19<sup>TH</sup> ANNUAL GENERAL MEETING (“19<sup>TH</sup> AGM”)

**Date** : 27 August 2020

**Time** : 10.00 a.m.

**Venue** : Victorian Ballroom, Level 1, Holiday Villa Hotel & Conference Centre Subang,  
9 Jalan SS12/1, 47500 Subang Jaya, Selangor Darul Ehsan

## 1. SAFETY MEASURES IN LIGHT OF THE COVID-19 OUTBREAK

- (a) Shareholders are strongly encouraged to appoint either the Chairman of the 19<sup>th</sup> AGM or any of the Independent Directors as proxy to vote in his stead.
- (b) Attendees are advised:-
  - (i) Not to attend the 19<sup>th</sup> AGM if they had been in **physical contact with a person infected** with COVID-19; or
  - (ii) To obtain **medical clearance** before attending the 19<sup>th</sup> AGM if the attendees had travelled to countries affected by COVID-19 or if they have symptoms, such as fever, cough, shortness of breath, running nose, sore throat or respiratory tract infection.
- (c) As a precautionary measure, we will be conducting temperature checks on all persons upon arrival at the 19<sup>th</sup> AGM venue. The Company reserves the right to refuse entry to any person who is found unfit, including, but not limited to, having a temperature of 37.5 degrees Celsius or higher, coughing, sneezing and/or such other symptoms of COVID-19.
- (d) All attendees shall:-
  - (i) Wear a face mask before entering the venue and throughout the 19<sup>th</sup> AGM;
  - (ii) Maintain a good personal hygiene and use hand sanitiser whenever required;
  - (iii) Cover your cough or sneeze with tissue, and wash your hands immediately after coughing or sneezing; and
  - (iv) Maintain social distancing of at least 1 metre apart.
- (e) Attendees are **PROHIBITED** from gathering outside of the meeting venue before and after the 19<sup>th</sup> AGM.
- (f) The Company will adhere to other applicable directives, safety and precautionary requirements as prescribed by the Government, the Ministry of Health, the Malaysian National Security Council and other relevant authorities as announced from time to time until the date of the 19<sup>th</sup> AGM.

## 2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositor as at 17 August 2020 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

## 3. DOOR GIFTS AND REFRESHMENTS

There will be no distribution of door gifts for the 19<sup>th</sup> AGM. Due to social distancing, packed food will be provided instead of buffet refreshment.

#### 4. APPOINTMENT OF PROXY

A shareholder who is unable to attend the 19<sup>th</sup> AGM on 27 August 2020 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form at the Registered Office of the Company situated at Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or alternatively, the Customer Services Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

The last date and time for lodging the proxy form is Tuesday, 25 August 2020 at 10.00 a.m.

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);
  - (b) Police report (for loss of NRIC)/Temporary NRIC (Malaysian); or
  - (c) Passport (Foreigner).
5. Shareholders are reminded to monitor the Company's website at [www.wcehb.com.my](http://www.wcehb.com.my) and announcements from time to time for any changes to the 19<sup>th</sup> AGM arrangements.