



PINTARAS JAYA BERHAD
Registration No. 198901012591 (189900-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE THIRTY-SECOND (32ND) ANNUAL GENERAL MEETING ("AGM") FOR SHAREHOLDERS OF PINTARAS JAYA BERHAD ("COMPANY")

Date : 22nd October 2021 (Friday)
Time : 10.00 a.m.
Venue : OWG, Inspire Ballroom
No. 10, Jalan Pelukis U1/46, Section U1,
Temasya Industrial Park, Glenmarie,
40150 Shah Alam, Selangor Darul Ehsan

(I) SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK

The Company takes the well-being of all stakeholders seriously and therefore precautionary measures will be taken at the 32nd AGM in order to minimise the risk of community spread of Covid-19.

The Company reserves the right to limit the number of physical attendees including invited guests to 50. Hence, the total members present in person or by proxy or attorney or authorised representative shall preferably be limited to 25, **on first come first serve basis**, after taking into consideration of the attendance of the Directors, Company Secretary, Poll Administrator, Scrutineer and Auditors.

As a precautionary measure, members, their appointed proxies or representatives ("Attendees") are NOT ALLOWED to attend the meeting if:-

- a) they are not fully vaccinated (as defined by Majlis Keselamatan Negara); or
- b) they are unwell with sore throat, flu, cough, fever, diarrhea and/or shortness of breath; or
- c) they have travel history to high-risk countries affected by Covid-19 in the past 14 days; or
- d) they have been in contact with a person who is confirmed with Covid-19 infection in the past 14 days.

Attendees are required to undergo a Covid-19 test on the spot using a self-testing kit which will be provided by the Company. Alternatively, the Attendees may undergo a PT-PCR or RTK swab test at any health facility within 48 hours before the meeting date at their own cost. The negative test results have to be presented at the registration counter.

The Attendees are required to show their fully vaccinated status through their MySejahtera App and undergo a temperature screening. The Company requires all Attendees to sanitise their hands before entering the meeting venue and adhere to social distancing rules of at least one (1) meter between each Attendee and a face mask must be worn at all times throughout the AGM. Attendees are advised to arrive at the meeting venue early given that the above measures may cause a delay in the registration process.

The Company seeks the understanding and cooperation of all Attendees for the above precautionary measures.

As the Covid-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take such precautionary measures as may be required or recommended by the relevant authorities from time to time.

The Company may be required to change its AGM arrangements at short notice. Members are advised to regularly check the Company's website for any updates.

ADMINISTRATIVE GUIDE

(II) PRE-REGISTRATION TO ATTEND THE 32ND AGM

Members and/or proxy holders who wish to attend the Company's 32nd AGM in person are required to pre-register to allow the Company to make the necessary arrangements in relation to the meeting, i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please adhere to the following procedures to pre-register your physical attendance at the 32nd AGM via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> not later than Wednesday, 20th October 2021 at 10.00 a.m.:-

Step	Action
Note	Only a depositor whose name appears on the Record of Depositors as at 15 October 2021 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 32 nd AGM. If you have already signed up with Boardroom Smart Investor Portal, you may proceed to Step 2.
1	a) Access Boardroom Smart Investor Portal at https://investor.boardroomlimited.com b) Click <<Register>> to sign up as a user. c) Complete registration and upload a softcopy of MyKAD or Passport (front and back in JPG, PNG or PDF format). d) Please enter a valid email address and wait for Boardroom's email verification. e) Your registration will be verified and approved within (1) one business day and an email notification will be provided.
2	a) Log in to https://investor.boardroomlimited.com b) At left-menu, click on <<PRE-REGISTRATION>> c) Look for "PINTARAS JAYA AGM", click <<Register>> d) Read and agree to the terms and conditions, click <<Next>> e) Key in your CDS Account Number, click <<Submit>> f) You will receive notification from Boardroom that your request(s) has been received.
3	a) Upon system verification against the General Meeting Record of Depositors as at 15 October 2021, you will receive an email either approving or rejecting your pre-registration. b) On the day of the 32 nd AGM, please present your original MyKAD or Passport to the registration staff for verification against the pre-registration attendance list.

(III) REGISTRATION

The registration counter will be open at 8.30 a.m. on Friday, 22nd October 2021 at OWG, Inspire Ballroom, No. 10, Jalan Pelukis U1/46, Section U1, Temasya Industrial Park, Glenmarie, 40150 Shah Alam, Selangor Darul Ehsan.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

Upon verification, attendees are required to write their name and sign on the Attendance List placed on the registration table.

Attendees will also be given an identification wristband with personalised passcode for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

ADMINISTRATIVE GUIDE

(IV) ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositors as at 15 October 2021 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

(V) APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the 32nd AGM on 22nd October 2021 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form at the Registered Office at No. 8, Jalan Majistret U1/26, HICOM-Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan. Alternatively, you have the option of submitting the proxy form electronically via facsimile at 03-5569 1517 or via email at info@pintaras.com.my. Members are encouraged to appoint the Chairman as their proxy.

The last date and time for lodging the proxy form is on Wednesday, **20th October 2021 at 10.00 a.m.**

(VI) VOTING PROCEDURES

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. All resolutions set out in the Notice of 32nd AGM will be put to vote by way of poll. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. Boardroom Corporate Services Sdn Bhd has been appointed as Scrutineers to verify the poll results.

(VII) NO REFRESHMENTS OR FOOD VOUCHERS/E-VOUCHERS

To ensure social and physical distancing, we will be implementing contactless procedures throughout the 32nd AGM. Hence, there will be no refreshments or food vouchers/E-vouchers provided to members, proxies or invited guests.

(VIII) ENQUIRY

If you have any enquiries prior to the 32nd AGM, please contact us or our Share Registrar during office hours on Mondays to Fridays, from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

(a) Pintaras Jaya Berhad

[Registration No. 198901012591 (189900-H)]

Address : No. 8, Jalan Majistret U1/26,
HICOM-Glenmarie Industrial Park,
40150 Shah Alam, Selangor Darul Ehsan.
Tel No. : +603-5569 1516
Fax No. : +603-5569 1517
Email : info@pintaras.com.my

(b) Boardroom Share Registrars Sdn. Bhd.

[Registration No. 199601006647 (378993-D)]

Address : 11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya, Selangor Darul Ehsan.
Tel No. : +603-7890 4700
Fax No. : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com