



**PINTARAS JAYA BERHAD**

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

**REVISED ADMINISTRATIVE GUIDE FOR THE  
THIRTY-FIRST (31<sup>ST</sup>) ANNUAL GENERAL MEETING (“AGM”) FOR SHAREHOLDERS OF  
PINTARAS JAYA BERHAD (“COMPANY”)**

**Date** : 27<sup>th</sup> November 2020 (Friday)

**Time** : 10.00 a.m.

**Broadcast Venue** : Meeting Room  
No. 8, Jalan Majistret U1/26,  
Hicom-Glenmarie Industrial Park,  
40150 Shah Alam,  
Selangor Darul Ehsan, Malaysia.

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

On 15<sup>th</sup> October 2020, the Company had announced that its AGM which was scheduled to be held on Friday, 23<sup>rd</sup> October 2020 at 10.00 a.m. has been deferred to 28<sup>th</sup> October 2020. Subsequently, on 23<sup>rd</sup> October 2020, the Company further announced that the 31<sup>st</sup> AGM of the Company has been re-scheduled to Friday, 27<sup>th</sup> November 2020.

In an effort to counter the rising number of COVID-19 cases, the Government of Malaysia implemented Conditional Movement Control Order in all the states except Perlis, Kelantan and Pahang from 9<sup>th</sup> November 2020 to 6<sup>th</sup> December 2020. In view of this and as part of the Company's safety measures, the Board of Directors has decided that the 31<sup>st</sup> AGM of the Company shall be held on a FULLY VIRTUAL basis on Friday, 27<sup>th</sup> November 2020 at 10.00 a.m. at the abovementioned Broadcast Venue.

**For the avoidance of doubt, a physical AGM will no longer be applicable.** Other details of the AGM on Friday, 27<sup>th</sup> November 2020 at 10.00 a.m. shall remain valid and unchanged. Hence, no revised Notice and Proxy Form for the AGM will be issued.

No members/ proxies/ corporate representatives/ attorneys will be allowed to attend the 31<sup>st</sup> AGM in person at the Broadcast Venue on the day of the meeting and instead be allowed to participate virtually by using the facilities provided by our technology partner, V-cube Malaysia Sdn. Bhd. (“V-cube”).

The Company seeks the understanding and cooperation of all members to help minimise the risk of community spread of COVID-19.

**(II) REGISTRATION PROCESS  
(3 level security)**

1. Members/ proxies/ corporate representatives/ attorneys who wish to attend the Company's 31<sup>st</sup> Virtual AGM are required to register at <https://cutt.ly/HgVXRGP> (“Virtual 31<sup>st</sup> AGM Registration”) by the cut-off date of 25 November 2020 at 10.00 a.m. to enable the Company to verify your status (*1<sup>st</sup> level security authentication*).

Only members whose names appear on the Record of Depositors as at 20 November 2020 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.



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2. Please provide your Name or Company Name, MyKad or CDS account number, mobile contact number and a valid email address to be verified to gain admission to the 31<sup>st</sup> AGM.
3. Following the verification, authenticated parties (members and proxy holders) will receive an email from [agm@vcube.com.my](mailto:agm@vcube.com.my) containing your **Member Entry (ME) ID** (2<sup>nd</sup> level security authentication) and instructions to be used to enter the 31<sup>st</sup> AGM at the date and time specified. V-cube employs the latest Secure Push Technology and your very own **Unique Security (US) Link** curated will be emailed to you in the evening prior to the 31<sup>st</sup> AGM date (3<sup>rd</sup> level security authentication). Please check your inbox or spam-box on the night before the said AGM.
4. The **ME ID** sent earlier is your verified Login ID to sign into the 31<sup>st</sup> AGM.
5. You must not forward your **ME ID** or **US Link** to any other persons. This will be in breach of the terms of usage. This is also to avoid any technical disruptions to your personalized usage. Such mis-usage will void your vote and you may be prosecuted under the PDPA Act 2010. The link is trackable and will be erased after the conclusion of the 31<sup>st</sup> AGM.
6. Members who register by the cut-off date but do not receive an email response on 26<sup>th</sup> November 2020, may contact us for assistance via WhatsApp at +019-226 3193 (from 9.00 a.m. to 5.00 p.m.) or at email address: [info@pintaras.com.my](mailto:info@pintaras.com.my).
7. Members who wish to appoint proxy(ies)/ corporate representatives/ attorneys must deposit the duly completed Proxy Form at the Registered Office as stated below:-

**PINTARAS JAYA BERHAD**

No. 8, Jalan Majistret U1/26,  
HICOM-Glenmarie Industrial Park,  
40150 Shah Alam,  
Selangor Darul Ehsan, Malaysia.

Please include your mobile contact and a valid email address.

Members are encouraged to appoint the Chairman as their proxy.

The last date and time for lodging the Proxy Form is on Wednesday, **25<sup>th</sup> November 2020 at 10.00 a.m.**

8. Members are strongly encouraged to submit their pre-meeting questions relating to the ordinary and special businesses set out in the Notice of the 31<sup>st</sup> AGM to the Board in advance of the 31<sup>st</sup> AGM at [info@pintaras.com.my](mailto:info@pintaras.com.my) not later than Wednesday, **25<sup>th</sup> November 2020 at 10.00 a.m.**
9. Browser: You will need a browser that is HTML5-compatible (e.g. Microsoft Edge, Chrome, Fire fox) and a stable WIFI or LAN connection to participate in the 31<sup>st</sup> AGM which is device agnostic.

A pre environment test is attached with the **US Link**. For best user experience, you are strongly advised to join via a laptop or computer to engage fully in the proceedings and interactively download important information presented during the 31<sup>st</sup> AGM.

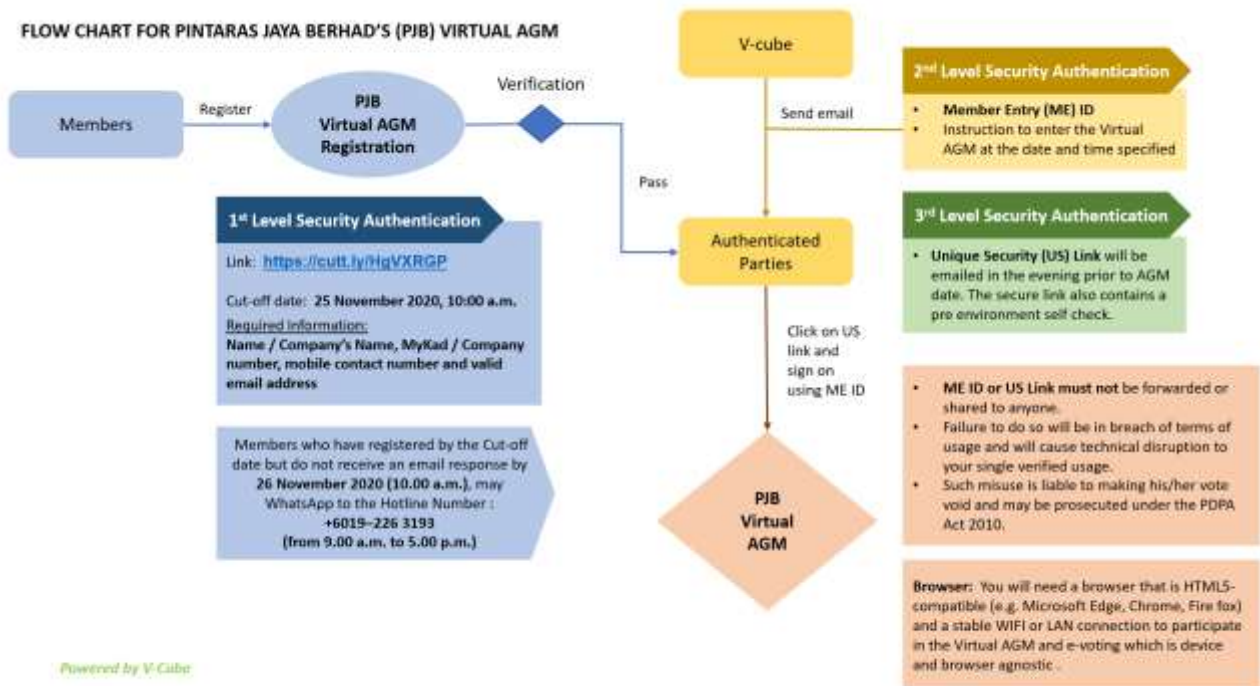


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### IMPORTANT NOTES:-

- i) The Company will verify your information submitted to ensure your qualification to attend the 31<sup>st</sup> AGM.
- ii) After you have been verified by the Company, **you will receive an email from [agm@vcube.com.my](mailto:agm@vcube.com.my) containing your ME ID** for the purpose of entering the 31<sup>st</sup> AGM at the specified date.
- iii) You might need your IT personnel to whitelist the domain of V-cube so that the email from [agm@vcube.com.my](mailto:agm@vcube.com.my) can be received.
- iv) Your **US Link** will be sent on the night before the 31<sup>st</sup> AGM. All you have to do is to click on it and enter your **ME ID** to attend the AGM on the event day.
- v) A communication chat box will be enabled prior to the tabling of each Resolution before voting. This is to enable you to communicate and post your question which will be vetted for relevancy before being attended to.
- vi) All 31<sup>st</sup> AGM user data analytics are recorded for compliance purposes.
- vii) As the 31<sup>st</sup> AGM is a Virtual AGM, **no members are allowed to attend physically** at the Broadcast Venue.



### III) POST REGISTRATION:

1. If you do not receive an email acknowledgement after your registration, it means your pre-registration is not successful. Please check your spam/junk email folder or try again.
2. Please contact us at [info@pintaras.com.my](mailto:info@pintaras.com.my) or alternatively reach out to us via WhatsApp at +019-226 3193 (from 9.00 a.m. to 5.00 p.m.) if you have any urgent questions.



#### IV) E-VOTING PROCEDURES:

1. Click on the **US Link** before the virtual AGM starts and enter your **ME ID** correctly. Entering a wrong **ME ID** will make your vote void.
2. During the first session of the 31<sup>st</sup> AGM, the Chairman or Board will answer questions pertaining to each resolution within a certain time. After due questions and responses, the Chairman with the coordinated assistance of V-cube authorised staff will then open the voting polling box for each resolution.
3. Members and/or proxy holders must submit the e-vote during the live polling session for each Resolution through clicking the box **1: FOR** and **2: AGAINST**.
4. A fixed time for voting is allocated for each resolution depending on the Chairman's decision.
5. A member is allowed to vote either by Proxy Form or online during the 31<sup>st</sup> AGM.
6. The member or proxy holder is only allowed to vote once. In the event, the Member or proxy holder voted twice, only the first vote is valid.
7. Once e-voting is completed for all the resolutions by polling, the 31<sup>st</sup> AGM will be adjourned for the next session. A fresh new **US Link** will be sent to all members who attended the first session.
8. During the adjournment period, the voting data in CSV format will be downloaded and checked for compliance and validation against the Register of Depositors.
9. The Chairman will provide details of the e-voting results and overall results in the second session of the 31<sup>st</sup> AGM.

Note:

- (A) Approved parties who keyed in a wrong **ME ID** will have their votes made void.
- (B) Aside from members, proxy holders who have been verified to join the 31<sup>st</sup> AGM, can participate in the questions and responses.
- (C) All e-voting data in raw and cleanse form are archived for compliance purpose.
- (D) Kindly check the Company's website at <https://www.pintaras.com.my/annual-general-meeting> for any further updates.

#### (V) ENQUIRY

If you have any enquiry prior to the 31<sup>st</sup> AGM, please contact us at [info@pintaras.com.my](mailto:info@pintaras.com.my) or alternatively reach out to us via WhatsApp at +019-226 3193 (from 9.00 a.m. to 5.00 p.m.).

*We would like to thank all parties for their understanding and co-operation in conducting the 31<sup>st</sup> AGM of the Company amidst the COVID-19 pandemic. Stay Safe.*