

Administrative Guidelines for HeiTech Padu Berhad

25th Annual General Meeting

To valued shareholders,

Administrative guidelines and notes for HeiTech Padu Berhad 25th Annual General Meeting.

On 21 May 2020, HeiTech Padu Berhad ("HeiTech" or "the Company") had announced its 25th Annual General Meeting ("25th AGM" or "the Meeting") scheduled to be held on 22 June 2020 at Nexus Hall, Level 1, HeiTech Village, Persiaran Kewajipan, USJ 1, UEP Subang Jaya, 47600 Selangor at 10.30 a.m.

In light of COVID-19 pandemic, the Board of Directors of HeiTech has decided to practice Social Distancing as per the guidelines from the Ministry of Health. Thus, the 25th AGM will be held electronically via REMOTE PARTICIPATION AND VOTING ("RPV").

The Venue is strictly to comply with Section 327 (2) of the Companies Act, 2016 ("CA 2016") which stipulates that the Chairman shall be present at the main venue for the 25th AGM. Hence, NO SHAREHOLDERS from the public will be physically present at the Venue on the day of the Meeting.

Shareholders will have to register to attend the 25th AGM remotely by using the RPV system. The details are set out in the Administrative Guidelines below.

Administrative Guidelines for the Shareholders of HeiTech on the 25th AGM

1. Remote Participation and Voting ("RPV")

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 25th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") via its **TIIH Online** website at **<https://tiih.online>**.

Shareholders who appoint proxies to participate via RPV in the 25th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor **not later than Saturday, 20 June 2020 at 10.30 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor **not later than Saturday, 20 June 2020 at 10.30 a.m.** to participate via RPV in the 25th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor **not later than Saturday, 20 June 2020 at 10.30 a.m.** to participate via RPV in the AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this Annual General Meeting via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 25th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

1. Remote Participation and Voting ("RPV") (Cont'd)

Please refer to the procedures for the RPV facilities as summarized below:-

Procedure	Action
BEFORE THE HEITECH'S 25TH AGM DAY (22 JUNE 2020)	
(a) Register as a user with TIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services". Refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIH Online.
(b) Submit your request	<ul style="list-style-type: none">Registration is open from 10.30 a.m. Thursday, 21 May 2020 up to 10.30 a.m. Saturday, 20 June 2020.Log in with your user ID and password and select the corporate event "(REGISTRATION) HEITECH 25th AGM".Read and agree to the Terms & Conditions and confirm the Declaration.Select "Register for Remote Participation and Voting".Review your registration and proceed to register.The system will send an email to notify that your registration for remote participation is received and will be verified.After verification of your registration against the General Meeting Record of Depositors as at 15th June 2020, the system will send you an email to approve or reject your registration for remote participation.
ON THE HEITECH 25TH AGM DAY	
(c) Login to TIH Online	<ul style="list-style-type: none">Log in with your user ID and password for remote participation at the 25th AGM at any time from 10.10 a.m. i.e. 20 minutes before the commencement of the AGM at 10.30 a.m. on Monday, 22 June 2020.
(d) Participate through Live Streaming	<ul style="list-style-type: none">Select the corporate event: "(LIVE STREAM MEETING) HEITECH 25TH AGM" to engage in the proceedings of the meeting remotely.If you have any question for the Chairperson/Board, you may use the query box to transmit your question. The Chairperson/Board will try to respond to relevant questions submitted by remote participants during the 25th AGM. If there is a time constraint, the responses will be emailed to you at the earliest possible, after the meeting.
(e) Online Remote Voting	<ul style="list-style-type: none">Voting session commences from 10.30 a.m. on Monday, 22 June 2020 until a time when the Chairperson announces the completion of the voting session of the 25th AGM.Select the corporate event: "(REMOTE VOTING) HEITECH 25th AGM".Read and agree to the Terms & Conditions and confirm the Declaration.Select the CDS account that represents your shareholdings.Indicate your votes for the resolutions that are tabled for voting.Confirm and submit your votes.
(f) End of remote participation	<ul style="list-style-type: none">Upon the announcement by the Chairperson on the closure of the 25th AGM, the Live Streaming will end.

Administrative Guidelines for HeiTech Padu Berhad

25th Annual General Meeting

Note to users of the RPV facilities:

1. Should your application to join the meeting be approved we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to **tiih.online@my.tricorglobal.com** for assistance.

2. Pre-meeting submission of question to the Board of Directors

Shareholders may submit questions for the Board in advance of the 25th AGM via Tricor's TIIH Online website at **<https://tiih.online>** by selecting "e-Services" to login, pose questions and submit electronically no later than **Saturday, 20 June 2020 at 10.30 a.m.** The Board will endeavor to answer the questions received at the AGM.

3. No Breakfast/Lunch Pack, Door Gift or Vouchers

There will be no distribution of breakfast/lunch packs, door gifts or vouchers during the 25th AGM due to virtual meeting.

HeiTech Padu Berhad would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

4. Proxy

Since the 25th AGM will be conducted via virtual meeting, a Shareholder can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form. The proxy form can be deposited with Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32 Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than 20 June 2020, Saturday at 10.30 a.m.

5. Poll Voting

The voting at the 25th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad of Main Market Listing Requirement. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic Means and Messrs. Razalee & Co as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the meeting and **submit your votes at any time from the commencement of the 25th AGM at 10.30 a.m.** Kindly refer to item (e) of the above Procedures for RPV Facilities for guidance on how to vote remotely from TIIH Online website at **<https://tiih.online>**. The Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Enquiry

If you have any enquiry before 25th AGM, please do not hesitate to contact the following officers of our Registrar or HeiTech Padu Berhad during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

Tricor Investor & Issuing House Services Sdn. Bhd.

General/Fax No./Email	:	+603-27839299 / +603-27839222 / (is.enquiry@my.tricorglobal.com)
Ms Shanti Renganathan	:	+603-2783 7971 / Santhi.Renganathan@my.tricorglobal.com
En Mohamad Khairudin Bin Tajudin	:	+603-2783 7973 / Mohamad.Khairudin@my.tricorglobal.com

HeiTech Padu Berhad

Company Secretary Email	:	cosec@heitech.com.my
En. Khyrul Anwaar	:	+603-86013125