

## FRONTKEN CORPORATION BERHAD

(651020-T)

(Incorporated in Malaysia under the Companies Act 2016)

### ADMINISTRATIVE GUIDE

DATE	TIME	VENUE
Wednesday, 5 August 2020	10.30 a.m.	Ballroom 2, Eastin Hotel Kuala Lumpur, Level LG, 13, Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor

#### General Meeting Arrangements

Prior to attending the 16<sup>th</sup> AGM, you are to keep abreast with the latest news and updates of the 16<sup>th</sup> AGM from the posting on the Company's website at [www.frontken.com](http://www.frontken.com) or all announcements as well as all health and safety measures as released by the relevant authorities to the media from time to time.

#### Pre-Registration to attend the 16<sup>th</sup> AGM

- Shareholders and proxies are required to register ahead of the 16<sup>th</sup> AGM to allow the Company to make the necessary arrangements in relation to 16<sup>th</sup> AGM as well as to complete the Health Declaration Form as per the attached Appendix 1.
- Please read and follow the procedures below to pre-register your physical attendance at the 16<sup>th</sup> AGM via the TIIH Online website at <https://tiih.online>:
  - Login to TIIH Online website with your user name (i.e. e-mail address) and password under the "e-Services". If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
  - Select the corporate event: "**(REGISTRATION) FCB 16<sup>th</sup> AGM**".
  - Read and agree to the Terms & Conditions and confirm the Declaration.
  - Select "**Register for Physical Attendance at Meeting Venue**".
  - Review your registration and proceed to register.
  - System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
  - After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail **after 3 August 2020** to approve or reject your registration to attend physically at the Meeting Venue.

#### Registration for the 16<sup>th</sup> AGM

- Registration will start at 9.30 a.m. on the day of the AGM up to the time of the commencement of the AGM at 10.30 a.m. Please do go to the AGM venue as early as possible and follow the signage to find your way to the registration desk to register your attendance and join the queue accordingly and observe social distancing.
- Please produce your original MyKad/Passport at the registration counter for verification.
- After the verification, your MyKad/Passport will be returned to you and you are required to write down your name and sign-in on the Attendance List.
- No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
- The registration counter will handle only verification of identity and registration. If you have any

enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counters.

### General Meeting Record of Depositors

For the purpose of determining a member who shall be entitled to attend the 16<sup>th</sup> AGM, the Company shall request Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at **29 July 2020**. Only a depositor whose name appears on the Record of the Depositors as at **29 July 2020** shall be entitled to attend and vote at this 16<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

### Safeguard measures due to COVID-19 Outbreak

1. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, difficulty to breathe) would be advised by our personnel to leave the premise and to seek medical attention immediately.
2. Your safety is our priority. We have taken the following precautionary measures to contain the spread of the COVID-19 to ensure the safety of attendees at the 16<sup>th</sup> AGM.
3. If you have returned from or travelled overseas in the past 14 days, please quarantine yourself at home and not to attend the 16<sup>th</sup> AGM but to appoint a proxy to attend on your behalf instead.
4. The attendance of outstation shareholders at the 16<sup>th</sup> AGM are strongly discouraged.
5. Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote for and on behalf at the forthcoming 16<sup>th</sup> AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote for and on behalf. If you would like to raise any questions in relation to the Resolutions at the 16<sup>th</sup> AGM, you may email your questions to [ir@frontken.com](mailto:ir@frontken.com) by 10.30 a.m. on 3 August 2020, and the Company would attend to your queries soonest possible via email.
6. The Company reserves the right to limit the total number of physical attendees at the 16<sup>th</sup> AGM pursuant to the requirements by the relevant authorities. Hence, the entrance to the meeting venue is based on first-come-first-serve basis and again safety is a non-negotiable priority for the Company.
7. The Company will take the precaution measure by conducting temperature checks on all members upon arrival at the 16<sup>th</sup> AGM venue. You will not be allowed to enter the meeting venue if you have the above symptoms as specified under item 3 or having a body temperature above 37.5 °C. All attendees are advised to sanitise their hands and wear face mask before entering and at all times while at the AGM venue and only to remove after leaving the premises.

### No Breakfast/Lunch Packs, Door Gifts or Food Vouchers

To ensure social and physical distancing as well as a measure to control the crowd at the 16<sup>th</sup> AGM in accordance with the guidelines issued by the Ministry of Health in relation to the Covid-19 pandemic, there will be no distribution of breakfast/lunch packs, door gifts or food vouchers to shareholders, proxies and invited guests who attend the 16<sup>th</sup> AGM.

### Proxy

1. A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
2. You may deposit your original Proxy Form to the office of the Share Registrar, 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 or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, no later than **Monday, 3 August 2020** at 10.30 a.m.
3. Alternatively, you may also submit the proxy appointment electronically via TIIH Online at <https://tiih.online> (applicable to individual shareholders only) not later than **Monday, 3 August 2020 at**

**10.30 a.m.** Please do read and follow the following procedures to submit Proxy Form electronically:

Procedure		Action
a	Register as a user with TIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIH Online, you are not required to register again.</li> </ul>
b	Proceed with submission of e-Proxy form	<ul style="list-style-type: none"> <li>After the release of the Notice of 16<sup>th</sup> AGM by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: “<b>Submission of Proxy Form</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print e-proxy form for your record.</li> </ul>

### Poll Voting

- The voting at the 16<sup>th</sup> AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll.
- During the 16<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to brief you on the poll procedures.
- While the verification and counting of votes by the Independent Scrutineers is in progress, all shareholders and proxies are required to maintain social distancing of one (1) meter.

### Enquiry

If you have any enquiry prior to the 16<sup>th</sup> AGM, please contact the following during office hours:

(a) <b>Frontken Corporation Berhad</b> Suite 301, Block F Pusat Dagangan Phileo Damansara 1 No. 9, Jalan 16/11, Off Jalan Damansara 46350 Petaling Jaya, Selangor, Malaysia	<b>Telephone Number</b>	
	<b>General Line</b>	(03) 7968 3312
	<b>Fax Number</b>	(03) 7968 3316
	<b>Email</b>	ir@frontken.com

(b) <b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	<b>Telephone Number</b>	
	<b>General Line</b>	(03) 2783 9299
	• Esther Loo • Sahak Bin Osman	(03) 2783 9293 (03) 2783 9278
	<b>Fax Number</b>	(03) 2783 9222
	<b>Email</b>	is.enquiry@my.tricor global.com

# FRONTKEN

## FRONTKEN CORPORATION BERHAD

(651020-T)

(Incorporated in Malaysia under the Companies Act 2016)

16<sup>th</sup> ANNUAL GENERAL MEETING HELD ON 5 AUGUST 2020

### HEALTH DECLARATION FORM

COVID-19 Health Declaration Form (Borang Pengisytiharan Kesihatan)

Date : \_\_\_\_\_ Time : \_\_\_\_\_  
 Visitor Name : \_\_\_\_\_ Company Name : \_\_\_\_\_  
 NRIC/Passport No. : \_\_\_\_\_ Body Temperature °C : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Please answer the below questions:		Answer
1	Are you under quarantine/isolation? (Adakah anda sedang dalam saringan atau dikuarantin?)	Yes / No
2	Do you have any symptoms such as fever (shall not exceed 37.5°C)/cough/sore throat/difficulty to breathe? (Adakah anda mengalami demam (tidak melebihi 37.5°C)/batuk/sakit tekak/kesukaran bernafas kebelakangan ini?)	Yes / No
3	Do you have close contact such as family members, friends or related person having suspected symptoms? (Adakah anda ada ahli keluarga, kawan atau orang berkaitan mempunyai simptom yang disyaki?)	Yes / No
4	Have you had close contact or stayed with the confirmed infected person in the last 14 days? (Pernakah anda berhubung rapat atau tinggal bersama dengan orang yang dijangkit dalam tempoh masa 14 hari yang lepas?)	Yes / No
5	Whether there have been any reported confirmed cases of COVID-19 near your resident area? (Adakah terdapat kes COVID-19 yang disahkan di sekeliling kawasan kediaman encik/cik?)	Yes / No
6	In the last 14 days, have you traveled internationally? If yes, please declare which country that you have been. (Adakah anda melawat ke luar negara dalam tempoh 14 days yang lepas? Jika ada, sila nyatakan negara mana.)	Yes / No
7	I confirmed & agreed that the above information is correct. (Saya mengesahkan & bersetuju maklumat di atas adalah betul)	Yes / No

I am responsible for any legal consequences that may arise from any inaccurate information declared above.

(Saya bertanggungjawab atas apa-apa akibat undang-undang yang mungkin timbul sekiranya terdapat maklumat yang tidak tepat yang dinyatakan di atas.)

Signature : \_\_\_\_\_