

# FRONTKEN

## FRONTKEN CORPORATION BERHAD

200401012517(651020-T)

(Incorporated in Malaysia under the Companies Act 2016)

### ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING

DATE	TIME	MEETING VENUE
Tuesday, 13 April 2021	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 Extraordinary General Meeting (“EGM”), you are to keep abreast with the latest news and updates of the EGM 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 EGM

1. Pursuant the latest Standard Operating Procedure (“SOP”) as issued by the Malaysian National Security Council effective 19 March 2021 for Selangor under the Conditional Movement Control Order, only 50% capacity is allowed at the Meeting Venue and strict adherence of the SOP of social distancing and of wearing of face mask need to be observed at all times before and throughout the EGM until you leave the premises. Therefore, Shareholders, proxies and authorised representatives are required to register ahead of the EGM to allow the Company to ensure that the SOP is complied with.
2. Shareholders are strongly encouraged to appoint the Chairman of the EGM as your proxy to attend and vote on the resolutions at the EGM on your behalf. You are also strongly encouraged to indicate your voting instructions by marking the boxes as to how you wish to cast your votes on the resolutions for your proxy to vote accordingly.
3. If you still wish to attend, speak and vote at the EGM personally, you are required to pre-register.
4. Please read and follow the procedures below to pre-register your physical attendance at the EGM via the TIH Online website at <https://tiih.online> :
  - (a) Login to TIH 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 TIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
  - (b) Select the corporate event: “**(REGISTRATION) Frontken Corporation Berhad EGM**”.
  - (c) Read and agree to the Terms & Conditions and confirm the Declaration.
  - (d) Select “**Register for Physical Attendance at Meeting Venue**”.
  - (e) Review your registration and proceed to register.
  - (f) System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
  - (g) After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail **after 11 April 2021** to approve or reject your registration to attend physically at the Meeting Venue.

## Registration for the EGM

1. Registration will start at 9.30 a.m. on the day of the EGM up to the time of the commencement of the EGM at 10.30 a.m. Please follow the signage to find your way to the registration desk to register your attendance and join the queue accordingly and observe social distancing.
2. Please produce your original MyKad/Passport at the registration counter for verification.
3. 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.
4. No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
5. 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 EGM, the Company shall request Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at **6 April 2021**. Only a depositor whose name appears on the Record of the Depositors as at **6 April 2021** shall be entitled to attend and vote at the EGM or appoint proxies or authorised representatives to attend and/or vote on his/her behalf.

## Safety and Standard Operating Procedure (“SOP”) due to Covid-19 Outbreak

1. Any attendee who is screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premises 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 EGM.
3. If you have returned from or travelled overseas in the past 14 days, please quarantine yourself at home and not to attend the EGM but to appoint a proxy to attend on your behalf instead.
4. The attendance of outstation Shareholders at the EGM is strongly discouraged.
5. Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote for and on your behalf at the forthcoming EGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote for and on your behalf.
6. If you would like to raise any question in relation to the Resolutions at the EGM, you may email your question(s) to [ir@frontken.com](mailto:ir@frontken.com) by **10.30 a.m. on 11 April 2021**, and the Company would attend to your question(s) soonest possible via email.
7. The Company reserves the right to limit the total number of physical attendees in the EGM pursuant to the requirements by the relevant authorities. Hence, the entrance to the Meeting Venue is based on first-come-first-serve basis as safety is a non-negotiable priority for the Company.
8. The Company will take the precautionary measure by conducting temperature checks on all members upon arrival at the Meeting Venue. You will not be allowed to enter the Meeting Venue if you have the above symptoms as specified under item 1 or having a body temperature above 37.5°C. All attendees are advised to sanitise your hands and observe social distancing as well as wear face mask before entering and at all times while at the Meeting 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 EGM 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, authorised representatives and invited guests who attend the EGM.

## Parking

The parking fee is RM7.00 nett per entry, subject to a validation stamp at the Meeting Venue. Please take note that there will be **no cash reimbursement for parking charges**.

## Proxy

1. A member entitled to attend and vote is entitled to appoint proxy/proxies or authorised representative(s), 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 **Sunday, 11 April 2021 at 10.30 a.m.**
3. Alternatively, you may also submit the proxy appointment electronically via TIIH Online at <https://tiih.online> not later than **Sunday, 11 April 2021 at 10.30 a.m.** Please do read and follow the following procedures to submit your Proxy Form electronically:

Procedure	Action
<b>i. Steps for Individual Shareholder</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li><li>• Select the corporate event: <b>FRONTKEN CORPORATION BERHAD EGM - “Submission of Proxy Form”</b>.</li><li>• Read and agree to the Terms and 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>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print the form of proxy for your record.</li></ul>
<b>ii. Steps for corporation or institutional Shareholder</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li><li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional Shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li><li>▪ Complete the registration form and upload the required documents.</li><li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li><li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li></ul> <p>Note: The representative of a corporation or institutional Shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>

Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>▪ Login to TIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>▪ Select the corporate event: <b>FRONTKEN CORPORATION BERHAD EGM - "Submission of Proxy Form"</b>.</li> <li>▪ Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>▪ Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIH Online, select corporate exercise name: <b>FRONTKEN CORPORATION BERHAD EGM - "Submission of Proxy Form"</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select "Submit" to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>
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## Poll Voting

1. The voting at the EGM 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.
2. During the EGM, the Chairman will invite the Poll Administrator to brief you on the poll procedure.
3. While the verification and counting of votes by the Independent Scrutineers is in progress, all Shareholders, proxies and authorised representatives are required to maintain social distancing of one (1) metre.

## No recording or photography

No recording or photocopy of the EGM proceedings is allowed unless with the consent of the Chairman of the Meeting.

## Enquiry

If you have any enquiry prior to the EGM, please contact the following officers 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	<b>Telephone Number</b>	
	<b>General Line</b>	(03) 7968 3312
	<b>Fax Number</b>	(03) 7968 3316
	<b>Email</b>	<a href="mailto:ir@frontken.com">ir@frontken.com</a>
(b) <b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	<b>Telephone Number</b>	
	<b>General Line</b>	603-2783 9299
	• Esther Loo • Muhammad Ashraff	603-2783 9293 603-2783 9276
	<b>Fax Number</b>	603-2783 9222
	<b>Email</b>	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>