

ADMINISTRATIVE GUIDE

For the Sixth Annual General Meeting ("6th AGM") of FoundPac Group Berhad

The health and safety of the attendees at the 6th AGM of FoundPac Group Berhad are the top priority of the Company. Hence, the following precautionary measures will be taken for the conduct of the 6th AGM:-

- (1) Shareholders are strongly encouraged to appoint the Chairman of the 6th AGM to act as proxy to attend and vote at the 6th AGM on your behalf by submitting the proxy form with pre-casted voting instruction.

Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or Home Surveillance Order notices or have been in physical contact with a person infected with COVID-19 or Person Under Investigation, you are advised to refrain from attending the 6th AGM in person.

- (2) Pre-registration of attendance

To enable the Company to make the necessary arrangement on the 6th AGM day, attendees who wish to attend the 6th AGM in person are encouraged to pre-register attendance by 23 November 2021, 9:00 a.m. Attendees shall provide the following pre-registration details by email to corporate@foundpac.com:-

- Full name:
- NRIC No./Passport No./Business Registration No.:
- CDS Account No.:
- Telephone No.:
- Category of Attendees: Shareholder/Proxy/Invitee

- (3) In addition to the Meeting Registration to be conducted by the Company's Polling Agent, all attendees are required to register attendance vide the "MySejahtera App" or manually registered at the health screening counter.

- (4) Health screening counter

- Only attendees with "Low Risk" or "Casual Contact Low Risk" status are allowed.
- Attendees shall give co-operation to the health screening counter for temperature reading. Attendees with body temperature reading of 37.5°C or more; or shows any symptom of COVID-19 for instances cough, sore throat, flu and shortness of breath, will not be allowed to attend the 6th AGM.
- Social distancing throughout the 6th AGM must be strictly adhered to. Hand sanitisers will be placed at the common areas during meeting.
- All attendees **MUST wear face masks** throughout the event.
- **NO** door gift will be provided to the attendees.

- (5) To attend the AGM, attendees are required:-

- To be fully vaccinated (as defined in the SOP of Pelan Pemulihan Negara publish on the website of Majlis Keselamatan Negara)
- Have not tested positive for COVID-19 for 10 days prior;
- Have not come into closed contact with someone with suspected or confirmed COVID-19; and
- To be asymptomatic.

For attendees that are not fully vaccinated, pre-event test via self-test kit (saliva) must be carried out in the presence of the organiser or verified by medical practitioners before attending the 6th AGM.

We encourage the non-fully vaccinated attendees to arrive at least 30 minutes prior to the start of the 6th AGM. This will allow ample time for the organiser to carry out the pre-event test via self-test kit (saliva).

- (6) Attendees are encouraged to keep abreast with the latest news released by the authority regarding traveling, self-quarantine, other health and safety precautions from time to time.
- (7) Attendees are also reminded to monitor the Company's website and announcements from time to time for any changes to the 6th AGM's arrangement.