



TALAM TRANSFORM BERHAD
[Company Registration No: 192001000012 (1120-H)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 95TH ANNUAL GENERAL MEETING (“AGM”)

Date : Tuesday, 29 September 2020
Time : 11.30 a.m.
Venue : Pusat Konvensyen, Triumph Convention Centre, Lot 1.01, Level 1,
Menara Maxisegar, Jalan Pandan Indah 4/2, Pandan Indah, 55100 Kuala Lumpur

1. GUIDANCE FOR PRE-REGISTRATION TO ATTEND THE 95TH AGM

Further to the revised “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission of Malaysia on 11 June 2020, shareholders are required to register ahead of the 95th AGM to allow the Company to make the necessary arrangements in relation to the meeting. In view thereof, please refer to the below guidance for pre-registration to attend the 95th AGM:-

- (a) Shareholders who wish to attend the 95th AGM in person are required to pre-register by providing the below details by email to our Share Registrar, Mr Jerry Tan Hor Seng at email address: hor.seng.tan@sshbsb.com.my:-
 - (i) Full name;
 - (ii) Identity Card or Passport number;
 - (iii) Contact number (optional – for better co-ordination); and
 - (iv) CDS Account number.
- (b) After verification of your registration against the Record of Depositors as at 22 September 2020, our Share Registrar will notify you via email whether to approve or reject your registration to attend physically at the meeting venue.

For registration of attendance for the 95th AGM, please bring along your original identity card or passport and present it to the registration staff for verification.

2. SAFETY MEASURES IN LIGHT OF THE COVID-19 OUTBREAK

- (a) Attendees are advised :-
 - (i) Not to attend the 95th AGM if they had been in physical contact with a person infected with Covid-19; or
 - (ii) To obtain medical clearance before attending the 95th AGM if the attendees had travelled to countries affected by Covid-19 or if they have symptoms such as fever, cough, shortness of breath, running nose, sore throat or respiratory tract infection.
- (b) As a precautionary measure against the spread of Covid-19, we will be conducting temperature checks on all persons upon arrival at the 95th AGM venue. The Company reserves the right to refuse entry to any person who is found unfit, including but not limited to having a temperature of 37.5 degrees Celcius or higher, coughing, sneezing and/or such other symptoms of Covid-19.
- (c) All attendees shall:-
 - (i) Wear a face mask before entering the venue and throughout the 95th AGM;
 - (ii) Maintain a good personal hygiene and use hand sanitiser whenever required;
 - (iii) Cover your cough or sneeze with tissue, and wash your hands immediately after coughing or sneezing; and
 - (iv) Maintain social distancing of at least 1 metre apart.

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2. SAFETY MEASURES IN LIGHT OF THE COVID-19 OUTBREAK (CONT’D)

- (d) Attendees are prohibited from gathering outside of the meeting venue before and after the 95th AGM.
- (e) The Company will adhere to other applicable directives, safety and precautionary requirements as prescribed by the Government, Ministry of Health, Malaysian National Security Council and other relevant authorities as announced from time to time until the date of the 95th AGM.

3. ELIGIBILITY TO ATTEND THE 95TH AGM BASED ON THE RECORDS OF DEPOSITORS

For the purpose of determining members who shall be entitled to attend the 95th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 22 September 2020. Only members whose names appear therein shall be entitled to attend the said meeting or appoint a proxy to attend and vote on their behalf.

4. DOOR GIFTS AND REFRESHMENTS

There will be no distribution of door gifts for the 95th AGM. Due to social distancing, packed food will be provided instead of buffet style refreshments.

5. APPOINTMENT OF PROXY

A shareholder who is unable to attend the 95th AGM on 29 September 2020 may appoint proxy and indicate the voting instructions in the Form of Proxy. Please deposit the Form of Proxy at the Registered Office of the Company situated at Unit 17.02, Level 17, Menara Maxisegar, Jalan Pandan Indah 4/2, Pandan Indah, 55100 Kuala Lumpur. For Form of Proxy submitted by fax, please bring along the original copy and present it to the registration staff for verification.

The last date and time for lodging the Form of Proxy is Sunday, 27 September 2020 at 11.30 a.m.

- 6. Shareholders are reminded to check the Company’s website at www.ttransform.com.my and announcements from time to time for any changes to the 95th AGM arrangements.
- 7. If you have any enquiry prior to the meeting, you may contact the following persons during office hours:-

Share Registrar
Securities Services (Holdings) Sdn Bhd
Mr Wong Piang Yoong / Mr Jerry Tan Hor Seng
Senior Manager / Manager
Tel No.: +603-20849168 / +603-20849165
Fax No.: +603-20949940 / +603-20950292
Email : piang.yoong.wong@sshbs.com.my / hor.seng.tan@sshbs.com.my

Talam Transform Berhad
Ms Vincy Lo / Puan Intan Suriha
Tel No.: +603-42962000 / +603-42902286
Fax No.: +603-42977220
Email : vincy@ttransform.com.my / intan@ttransform.com.my

Date: 28 August 2020