



TALAM TRANSFORM BERHAD
Company Registration No. 192001000012(1120-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 97TH ANNUAL GENERAL MEETING (“AGM”)

Date : Thursday, 22 September 2022
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. SAFETY MEASURES IN LIGHT OF THE CORONAVIRUS DISEASE 2019 (“COVID-19”)

- (a) The Company places paramount importance on the well-being and safety of all stakeholders including shareholder(s), proxy(ies) and attendee(s), and measures have been implemented, and will continue to implement the applicable directives, safety and precautionary requirements prescribed by the Government, Ministry of Health, Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
- (b) We encourage shareholders to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 97th AGM as voting is by poll. You may submit your form of proxy with pre-determined voting instructions for the Chairman to vote on your behalf.
- (c) Shareholder(s)/Proxy(ies)/Attendee(s) who have been feeling unwell or under quarantine, please refrain from attending the 97th AGM in person.
- (d) Shareholder(s)/Proxy(ies)/Attendee(s) who have been in physical contact with person infected with COVID-19 are advised to refrain from attending the 97th AGM in person.
- (e) Shareholder(s)/Proxy(ies)/Attendee(s) are required to wear a face mask before and throughout the 97th AGM and adhere to physical distancing precautions.
- (f) The Company will adhere to other applicable directives, safety and precautionary requirements 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 97th AGM.

2. PRE-REGISTRATION OF ATTENDANCE

To enable the Company to make the necessary arrangement at the 97th AGM day, attendees who wish to attend the 97th AGM in person are advised to pre-register their attendance by 20 September 2022 at 11.30 a.m. All attendees shall provide the following Pre-Registration details by e-mail to the Share Registrar, Mr Jerry Tan Hor Seng at hor.seng.tan@sshsb.com.my:-

- Company Name : Talam Transform Berhad
- Full name : _____
- NRIC/Passport No. : _____
- CDS Account No. : _____
- Contact No. : _____
- Category of Attendees : Shareholder/Proxy/Invitee

3. ELIGIBILITY TO ATTEND THE 97TH AGM BASED ON THE RECORDS OF DEPOSITORS

For the purpose of determining members who shall be entitled to attend the 97th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 14 September 2022. 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 97th 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 97th AGM on 22 September 2022 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 Tuesday, 20 September 2022 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 97th 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 Zakaria
Tel No.: +603-42962000 / +603-42902286
Fax No.: +603-42977220
Email : vincy@ttransform.com.my / intan@ttransform.com.my

Date: 29 July 2022