



FAJARBARU BUILDER GROUP BHD

Registration No. 199301026907 (281645-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Date & Time	:	Wednesday, 16 June 2021 at 10.00 a.m.
Broadcast Venue	:	Tricor Leadership Room Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur
Meeting Platform	:	TIIH Online website at https://tiih.online
Mode of Communication	:	a) Type text and submit in the Meeting Platform b) Submit questions through Tricor’s TIIH online website at https://tiih.online by selecting “e-Services” to login, prior to the EGM

MODE OF MEETING

In view of the Coronavirus Disease (“Covid-19”) pandemic and with the safety of the Company’s shareholders, employees and Directors being our primary concern, the Board of Directors (“the Board”) and Management decided that the EGM of the Company will be conducted **FULLY VIRTUAL through live streaming from the Broadcast Venue and online remote voting** using the remote participation and voting facilities (“RPV”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders / proxies **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the meeting.

Please note that only shareholder whose name appears on the Record of Depositors (“ROD”) on 9 June 2021 (General Meeting ROD) shall be entitled to attend or appoint proxy to attend and / or vote on his / her behalf.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders / proxies are able to attend virtually, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using the RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV herein.

A shareholder who has appointed proxy(ies) or corporate representative(s) or attorney(s) to participate at the EGM via the RPV must request his / her proxy(ies) or corporate representative(s) or attorney(s) to register himself / herself / themselves for the RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV herein.

PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the EGM will need to follow the requirements and procedures as summarized below:

	Procedure	Action
BEFORE THE EGM DAY		
(a)	Register as a user with TIIH online	<ul style="list-style-type: none"> Using your computer, access the TIIH Online website at https://tiih.online. Register as a user under the “e-services”, select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from Monday, 31 May 2021 until the day of the EGM, Wednesday, 16 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate at the EGM using the RPV. To register for the RPV, visit the TIIH Online website and login with your used ID and password and select the corporate event: “(REGISTRATION) FAJARBARU EGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. The system will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 8 June 2021, the system will send you an email to approve your registration for remote participation and the procedures to use the RPV will be detailed therein. In the event your registration is not approved, you will also be notified via email. <p>(Note: Please allow the sufficient time for the approval of new user of TIIH Online and registration for the RPV).</p>
ON THE DAY OF THE EGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> To participate in the EGM, visit the TIIH Online website and log in with your user ID and password at any time from 9.00 a.m. i.e. one hour before the commencement of the EGM on Wednesday, 16 June 2021 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) FAJARBARU EGM” to engage in the proceedings of the EGM remotely. If you have any question for the Chairman / Board, you may use the query box to transmit your question. The Chairman / Board will endeavour to respond to all questions submitted during the EGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

(e)	Online Remote Voting	<ul style="list-style-type: none"> • The voting session will commence from 10.00 a.m. on Wednesday, 16 June 2021 until a time when the Chairman announces the end of the session. • To submit your vote, on the TIIH Online website, select the corporate event: “(REMOTE VOTING) FAJARBARU EGM” or if you are in the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button located below the query box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolution(s) that is / are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

Note to users of the RPV facilities:

1. Should your registration for the RPV be approved, we will make available to you the rights to join the live streaming meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event that you encounter any issues with logging in, connection to the live streaming meeting or voting online on the day of the meeting, kindly call Tricor Help Line at 011 - 4080 5616 / 011 – 4080 3168 / 011 – 4080 3169 / 011 – 4080 3170 or email to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY

Shareholders who appoint proxy(ies) to participate via the RPV at the EGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than Monday, 14 June 2021 at 10.00 a.m.

The appointment of a proxy may be made in hard copy form or electronically as below:

1. In hard copy form

The Form of Proxy must be deposited with Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, at Tricor's Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

2. Electronically

The form of proxy can be electronically submitted via Tricor's TIIH Online website at <https://tiih.online> (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Form of Proxy.

Please ensure ALL the particulars as required in the Form of Proxy are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, at Tricor's Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than 14 June 2021 at 10.00 a.m. to participate via the RPV in the EGM. A copy of the power of attorney may be accepted provided that it is certified notarially and / or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment at the Tricor's office, or alternatively, at its Customer Service Centre at the above addresses not later than 14 June 2021 at 10.00 a.m. to participate via the RPV in the EGM.

Shareholders who have appointed proxy(ies) or corporate representative(s) or attorney(s) to participate in the EGM must request his / her proxy(ies) or corporate representative(s) or attorney(s) to register himself / herself / themselves for the RPV at TIIH Online website at <https://tiih.online>.

PROCEDURES FOR ELECTRONIC SUBMISSION OF FORM OF PROXY

The procedures to submit your Form of Proxy electronically via TIIH Online website are summarized below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "FAJARBARU EGM – SUBMISSION OF FORM OF PROXY". Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the Form of Proxy for your record.
ii. Steps for Corporation or Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working day(s). Proceed to activate your account with the temporary password given in the email and re-set your own password. <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"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate exercise name: “FAJARBARU EGM – SUBMISSION OF FORM OF PROXY”. ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “Submission of Form of Proxy” in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Submit the proxy appointment file. ▪ Login to TIIH Online, select corporate exercise name: “FAJARBARU EGM – SUBMISSION OF FORM OF PROXY”. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select “Submit” to complete your submission. ▪ Print the confirmation report of your submission for your record.
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POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 10.00 a.m. on Wednesday, 16 June 2021 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from Tricor’s TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the EGM via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than Monday, 14 June 2021 at 10.00 a.m. The Board will endeavour to answer the questions received at the EGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorized recording and photography are strictly prohibited at the EGM.

ENQUIRY

Should you require any assistance on the above, please contact our Share Registrar during office hours on Monday to Friday from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

General / Fax No. : +603 - 2783 9299 / +603 - 2783 9222

Email : is.enquiry@my.tricorglobal.com

Ms Lim Lay Kiow : +603 - 2783 9232 / Lay.Kiow.Lim@my.tricorglobal.com

Pn. Zakiah Wardi : +603 - 2783 9287 / Zakiah@my.tricorglobal.com

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