



FAJARBARU BUILDER GROUP BHD

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

ADMINISTRATIVE GUIDE FOR THE TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27th AGM”)

Day and Date : Wednesday, 1 December 2021

Time : 10.00 a.m.

Meeting Venue : Dewan Berjaya, Bukit Kiara Equestrian & Country Resort,
Jalan Bukit Kiara, Off Jalan Damansara,
60000 Kuala Lumpur.

Dear Shareholders of Fajarbaru Builder Group Bhd (“FBG” or the “Company”)

Further to the “Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia as revised on 16 July 2021, please find the additional guidance below on the requirements and method of participating in the 27th AGM:

SAFEGUARD MEASURES DUE TO COVID-19 OUTBREAK

1. In light of the Coronavirus Disease 2019 (“COVID-19”) pandemic, shareholders/proxies are encouraged to take all the necessary precautionary and preventive measures issued and directed by the Malaysia Government, the Ministry of Health, the Malaysian National Security Council (“MKN”) and other relevant authorities before attending the 27th AGM.
2. If you have travelled overseas to the affected countries in the past 14 days or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices and strongly encouraged not to attend the 27th AGM.
3. All attendees which were screened or is believed to be suffering from pneumonia symptoms (which include fever, flu, cough, shortness of breath) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. In view of COVID-19 outbreak and given that your safety is the Company’s priority, the Company has taken below precautions measures to contain the spread of the COVID-19 to ensure the safety of attendees at the 27th AGM:
 - a. Only individuals who completed full vaccination (as defined by MKN) are allowed to physically attend the 27th AGM. At the 27th AGM, the attendees are required to show their fully vaccinated status through MySejahtera Application and undergo a temperature screening. You will not be allowed to enter the meeting venue if you have the symptoms as stated in Note 2 above or having a body temperature above 37.5 °C. All attendees are advised to sanitize their hands and wear face mask before entering.
5. Shareholders/proxies are encouraged to keep abreast with the latest news released by the authorities regarding travelling, self-quarantine, other health and safety precautions from time to time.

PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING

6. Due to social distancing requirements, the Company has to limit the number of shareholders/proxies to the 27th AGM. In order to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities, shareholders/proxies who wish to attend in person are required to pre-register his/her attendance via the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd's website ("TIIH Online") at <https://tiih.online>.
7. Please do read and follow the following procedures to pre-register your physical attendance at the 27th AGM via the TIIH Online website at <https://tiih.online>:
 - Login in to TIIH Online website with your username (i.e. e-mail address) and password under the "e-Services." If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the TIIH Online homepage for assistance to sign up.
 - Select the corporate event: "**(REGISTRATION) FAJARBARU 27TH AGM**".
 - Read and agree to the Terms & Conditions and confirm the Declaration.
 - Select "REGISTER FOR PHYSICAL ATTENDANCE AT MEETING VENUE".
 - Review your registration and proceed to register.
 - System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
 - After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail to approve or reject your registration to attend physically at the Meeting Venue.
8. Please note that only a depositor whose name appears on the Record of Depositors as at 23 November 2021 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf at the 27th AGM.

REGISTRATION AT THE MEETING VENUE

9. Registration will commence at **9.00 a.m.** on Wednesday, 1 December 2021 and will end at a time directed by the Chairman of the Meeting. Shareholders/proxies are encouraged to be punctual.
10. Given that your safety is the Company's priority, the Company has taken below precautions measures and control for the well-being of all the attendees as well as enable the Company to comply with the Government's and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time:-
 - a) To practice safe social distancing at all times;
 - b) To go through temperature check;
 - c) To sanitise hand; and
 - d) To wear face mask at all times.

The Company reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures as mentioned above.

11. Please present your original National Identity Card (IC)/passport during registration for verification purpose. Upon verification of your IC/passport and subject to conditions as set out in Note 10 above being satisfactory met, you will be given an identification wristband to be secured around your wrist. Please be reminded that you will not be allowed to enter the Meeting Venue without wearing the identification wristband.
12. Please note that you will not be allowed to register on behalf of another person even with the original IC/passport of that person.
13. For precautionary and safety measures, the door to the Meeting Venue will be closed sharp at 10.00 a.m. and all attendees are encouraged to be punctual.

GENERAL MEETING ARRANGEMENTS

14. Due to the constant evolving COVID-19 situation in Malaysia, the Company reserves the right to change the meeting arrangements in accordance to the latest directives to be issued by relevant authorities related to the COVID-19 including to impose limitation to the number of attendees as set by the authorities, if any, to be physically present at the Meeting Venue. The Company also reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures as mentioned in Note 10 above.

PROXY

15. If a shareholder who wishes to exercise his/her votes is not able to attend the 27th AGM, he/she can appoint the Chairman of the Meeting or any other person(s) as his/her proxy(ies) and indicate the voting instructions in the Form of Proxy.
16. You may submit your Form of Proxy to the Company's Share Registrar'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 not less than Forty-Eight (48) hours before the time set for the 27th AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.
17. You may also submit the Form of Proxy electronically via TIIH Online website at <https://tiih.online> no later than Monday, 29 November 2021 at 10.00 a.m. Please do read and follow the procedures below to submit Form of Proxy electronically.

ELECTRONIC SUBMISSION OF FORM OF PROXY

18. The procedures to submit your Form of Proxy electronically via TIIH Online website at <https://tiih.online> are summarised below:

	Procedure	Action
a	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 do 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.
b	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: "SUBMISSION OF PROXY FORM".Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman of the Meeting as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.Review and confirm your proxy(ies) appointment.Print Form of Proxy for your record.

POLL VOTING

19. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of 27th AGM will be put to vote by way of poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
20. During the verification of votes by the Independent Scrutineers, all shareholders and proxies are required to maintain social distancing of one (1) meter.
21. Upon completion of the voting session for the 27th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PARKING

22. No parking charge within the visitor parking area at the Meeting Venue.

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

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