

**KYM HOLDINGS BHD.**  
**38<sup>TH</sup> ANNUAL GENERAL MEETING**  
**ADMINISTRATIVE GUIDE**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Thursday, 23 July 2020	11.00 a.m.	SVOFO, B-01-11, Sunway Nexis, No. 1 Jalan PJU 5/1, Kota Damansara, 47810 Petaling Jaya, Selangor

**MEASURES TO MINIMISE RISK OF COVID-19**

1. In order to minimize the risk of community spread of COVID-19, the Company will be taking the following safety and precautionary measures at the 38<sup>th</sup> AGM:
  - (a) All attendees will be required to wear face masks, undergo temperature check and make health declaration prior to entering the meeting venue.
  - (b) Any attendee who has a fever (temperature of 37.5 °C or higher) or exhibits flu-like symptoms such as runny nose, cough, sore throat, shortness of breath will not be allowed to attend the 38<sup>th</sup> AGM.
  - (c) All attendees are required to use the hand sanitizers as provided.
2. If you are unwell with sore throat/fever/flu/cough/shortness of breath or showed symptoms of respiratory illness, you are strongly encouraged not to attend the Company's 38<sup>th</sup> AGM. In view of this, we strongly encourage members to appoint the Chairman of the Meeting as their proxy to attend and vote at the 38<sup>th</sup> AGM.
3. The Company seeks the understanding and cooperation of all Shareholders to minimise the risk of community spread of COVID-19.

**PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING**

Further to the "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission as revised on 11 June 2020, the Company will limit the number of shareholders/proxies to the 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 your attendance via the Company's website at [www.kym.com.my/aggm](http://www.kym.com.my/aggm). Kindly select "Registration for Attendance at KYM 38<sup>th</sup> AGM" and submit your request. An email after 17 July 2020 will be sent to approve or reject your registration to attend physically at the meeting venue after verification of your registration against the General Meeting Record of Depositors.

**REGISTRATION**

Registration will start at 9:30 a.m. on 23 July 2020. For precautionary and safety measure, the door to the Meeting Venue will be closed sharp at 11:00 a.m. Attendees are advised to arrive early at the Meeting Venue given that the above-mentioned precautionary measures may cause delay in the registration process.

**GENERAL MEETING RECORD OF DEPOSITORS**

Only a depositor whose names appears on the Record of Depositors as at 17 July 2020 shall be eligible to attend or appoint a proxy to attend and/or vote on his/her behalf.

**DOOR GIFT/REFRESHMENT**

To ensure social and physical distancing and as a measure to reduce crowds, there will be no door gifts or food voucher or refreshment served at the 38<sup>th</sup> AGM.

**SEATING ARRANGEMENTS**

On the seating arrangements and number of individuals to be present at the meeting venue, the Company will observe and abide by the prevailing directives, safety and precautionary requirements as prescribed by the Government, the Ministry of Health, the Malaysian National Security Council and other relevant authorities to curb the spread of the COVID-19 pandemic.

**ENQUIRY**

If you have any enquiries prior to the 38<sup>th</sup> AGM, please contact the following persons during office hours:-

**KYM Holdings Bhd**

Level 17, KYM Tower  
No. 8, Jalan PJU 7/6, Mutiara Damansara  
47800 Petaling Jaya, Selangor  
Tel No. : 03-8703 3333  
Fax No. : 03-8703 3300  
Email : [ir@kym.com.my](mailto:ir@kym.com.my)

Contact Persons: Ms Chee Min Er / Ms Rasimah Suhaili / Ms Siti Nur Naimin

Share Registrar:

**Boardroom Share Registrars Sdn. Bhd.**

11<sup>th</sup> Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13  
46200 Petaling Jaya, Selangor  
Tel No. : 03-7890 4700  
Fax No. : 03-7890 4670  
Email : [nur.shaykila@boardroomlimited.com](mailto:nur.shaykila@boardroomlimited.com)

Contact Person: Ms Nur Shaykila Binti Harris