



Administrative Guide for the Extraordinary General Meeting

MEASURES TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the constant evolving COVID-19 situation in Malaysia, the following steps will be taken for participants who will be attending the EGM in order to minimise the risk of spreading the COVID-19 virus:

1. **Only fully vaccinated attendees** (referring, in a collective sense, to members/proxies/management personnel/invited guests) **ARE ALLOWED** to attend the EGM. Attendees would be required to flash their Covid-19 vaccine e-certificate through their MySejahtera App upon admission to the meeting venue.
2. Attendee who is under a House Surveillance Order (HSO) or has a fever (37.5 °C or higher) or flu-like symptoms such as a runny nose, cough, sore throat, or shortness of breath will be denied entry to the EGM. Participants who are feeling unwell are strongly advised not to attend the EGM.
3. All attendees are required to **wear face masks at all times**.

The Company seeks the understanding and cooperation of all members to help minimize the risk of community spread of Covid-19.

PRE-REGISTRATION TO ATTEND THE EXTRAORDINARY GENERAL MEETING

In order to allow the Company to make necessary arrangement in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants, shareholders/proxies who wish to attend in person are required to pre-register your physical attendance via the Company's website at <https://www.kym.com.my/egm>. Kindly select "Registration for Physical Attendance at KYM EGM" and submit your request. Subject to your name being verified against the General Meeting Record of Depositors dated 31 May 2022, an email confirmation will be sent to you to confirm your physical attendance at the Meeting Venue.

REGISTRATION ON THE DAY OF EGM

1. Registration will start at 9:30 a.m. on 8 June 2022. 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.
2. Please present your original National Registration Identity Card ("**NRIC**") or Passport to the registration staff for verification. Please make sure your NRIC is returned to you after registration.
3. A polling form will be given to you thereafter. No one will be allowed to enter the meeting room without the polling form. There will be no replacement should you lose or misplace the polling form.
4. Registration must be done in person. No person is allowed to register on behalf of another.

GENERAL MEETING RECORD OF DEPOSITORS

Only members whose names appear in the Record of Depositors on 31 May 2022 ("**General Meeting Record of Depositors**") shall be eligible to participate, speak and vote at the Meeting.



KYM HOLDINGS BHD.
Reg No.: 198201004556 (84303-A)

NO DOOR GIFTS / REFRESHMENT

There will be no door gifts, food or beverage served at the Meeting Venue.

ENQUIRY

If you have any enquiries prior to the EGM, 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
Contact Persons: Ms Chee Min Er / Ms Nur Syahirah Aziz