

# ADMINISTRATIVE GUIDE

## MEASURES TO MINIMISE RISK OF COVID-19

In view of the constant evolving COVID-19 situation in Malaysia, the following steps will be taken for participants who will be attending the 40th AGM 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 40th AGM. 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 Home 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 40th AGM. Participants who are feeling unwell are strongly advised not to attend the AGM.
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 ANNUAL 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 attendance via the Company's website at [www.kym.com.my/agm](http://www.kym.com.my/agm). Kindly select "Registration for Attendance at KYM 40th AGM" and submit your request. Subject to your name being verified against the General Meeting Record of Depositors dated 29 June 2022, an email confirmation will be sent to you to confirm your physical attendance at the Meeting Venue.

## REGISTRATION ON THE DAY OF AGM

1. Registration will start at 8:30 a.m. on 5 July 2022. For precautionary and safety measure, the door to the Meeting Venue will be closed sharp at 10:00 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 a depositor whose names appears on the Record of Depositors as at 29 June 2022 shall be eligible to attend or appoint a proxy to attend and/or vote on his/her behalf.

## DOOR GIFT/REFRESHMENT

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

## ENQUIRY

If you have any enquiries prior to the 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 Nur Syahirah Aziz