

# Cepatwawasan Group Berhad

Registration No. 200101000743 (536499-K)  
(Incorporated in Malaysia)

## Administrative Guide for the Twentieth Annual General Meeting (“20<sup>th</sup> AGM”)

**Dear Valued Shareholders of Cepatwawasan Group Berhad**

### General Meeting Arrangements

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 20<sup>th</sup> AGM at short notice. Kindly check the Company’s website or announcements from time to time for the latest updates on the status changes to our 20<sup>th</sup> AGM arrangement.

### Coronavirus Disease (COVID-19) Outbreak

1. In light of the COVID-19 outbreak, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health before attending our 20<sup>th</sup> AGM.
2. If you have travelled overseas to China, United States of America, Hong Kong, Japan, South Korea, Italy, Iran and other affected countries (as and when announced by the World Health Organization and Malaysia’s Ministry of Health 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.
3. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, breathlessness) 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 20<sup>th</sup> AGM:
  - a) Shareholders especially outstation shareholders and shareholders aged 61 and above are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on behalf at the forthcoming AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote on behalf. If you would like to raise any questions in relation to the Resolutions laid out in the AGM, you may email your questions to [pa@Cepatgroup.com](mailto:pa@Cepatgroup.com) by 17 July 2020, 5.30 p.m. and the Company would attend to your queries soonest possible via email.
5. The Company will take the precaution measure by conducting temperature checks on all members upon arrival at the AGM venue. You will not be allowed to enter the meeting venue if you have the above symptoms or having a body temperature above 37.5 °C. All attendees are advised to sanitize their hands and wear face mask before entering.
6. Shareholders are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine, other health and safety precautions from time to time.

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Twentieth Annual General Meeting (“20<sup>th</sup> AGM”)

## No Lunch, Refreshment nor Door Gift

There will be no lunch, refreshment nor door-gift provided for this year’s AGM.

## Pre-registration to attend the AGM of the Company

Due to social distancing requirements, the Company has to manage the number of shareholders/proxies to the AGM. In order to assist the Company in managing the turnout for the meeting and to ensure compliance with the directives or guidelines on public gathering/event issued by the government and other relevant authorities, shareholders/proxies who wish to attend in person must pre-register with our Share Registrar via its TIIH Online website at <https://tiih.online>. Kindly refer below:

- (a) After the release of the Notice of Meeting, login into TIIH Online website with your username (i.e. email 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 homepage for assistance to sign up.
- (b) Select the corporate event: “**(REGISTRATION) Cepatwawasan AGM**”.
- (c) Read and agree to the Terms & Conditions and confirm the Declaration.
- (d) Insert your CDS account number and indicate your number of securities. Select to register your attendance physically at the meeting venue.
- (e) Review and confirm your registration.
- (f) Print registration form for your record

## Poll Voting

1. In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 20<sup>th</sup> AGM will be conducted by poll rather than show of hand. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
2. During the verification of votes by the Independent Scrutineer, all shareholders and proxies are required to maintain social distancing of 1 meter.
2. Upon completion of the voting session for the 20<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

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## Annual Report 2019 & Share Buy-Back Statement

1. The Company’s Annual Report 2019, Proxy Form, Share Buy-Back Statement and Administrative Guide are available on the following websites:
  - a) <https://www.bursamalaysia.com>
  - b) <https://www.cepatgroup.com>
2. If you wish to request for a printed copy of the Annual Report 2019 and/or Share Buy-Back Statement, please complete and send the Request Form that can be downloaded from the Company’s website at <https://www.cepatgroup.com> and email the same to the Share Registrar.
3. Kindly think of the environment before you decide to print the Annual Report 2019 and/or Share Buy-Back Statement. We would appreciate your support by going paperless as part of the Company “Go Green” initiative to help protect the environment for current and future generations

## Enquiry

1. If you have any enquiries on the above, please contact the following person-in-charge during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### Tricor Investor & Issuing House Services Sdn. Bhd.

General/Fax No/Email: +603 - 2783 9299 / +603 - 2783 9222 / [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

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