

**ADMINISTRATIVE DETAILS****SECOND ANNUAL GENERAL MEETING OF JISHAN BERHAD**

<b>Date</b>	<b>:</b>	<b>Tuesday, 15 June 2021</b>
<b>Time</b>	<b>:</b>	<b>10.00 a.m.</b>
<b>Venue of Meeting</b>	<b>:</b>	<b>Meeting Room of Jishan, Lot 20384, Mukim 7, Jalan Bukit Panchor, 14300 Nibong Tebal, Pulau Pinang</b>
<b>Time &amp; Place of Registration</b>	<b>:</b>	<b>From 8.45 a.m. onwards Meeting Room of Jishan, Lot 20384, Mukim 7, Jalan Bukit Panchor, 14300 Nibong Tebal, Pulau Pinang</b>

**COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES**

The Board of Directors (“Board”) is cognisant of the COVID-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Jishan Berhad (“Jishan” or the “Company”)’s members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company’s Second Annual General Meeting (“2<sup>nd</sup> AGM”):

1. In view of the COVID-19 pandemic and further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission, members/proxies/corporate representatives who wish to attend the 2<sup>nd</sup> AGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Share Registrar”, “Tricor”, or “TIIH”), via the **TIIH Online** website at <https://tiih.online> no later than **Sunday, 13 June 2021 at 10.00 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM.

**2. VENUE AND SEATING ARRANGEMENT**

As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the venue.

In order to assist the Company in managing the turnout for the 2<sup>nd</sup> AGM, members/proxies/corporate representatives are required to pre-register with the Company’s Share Registrar, via the **TIIH Online** website at <https://tiih.online>, if the members/proxies/corporate representatives wish to attend the 2<sup>nd</sup> AGM in person.

Social distancing would be practised at all times. Members who attend the 2<sup>nd</sup> AGM should maintain at least 1 metre (3 feet) distance between him/herself.

Seats in the 2<sup>nd</sup> AGM venue would be placed at least one metre (3 feet) apart from one another.

**3. OTHER IMPORTANT INFORMATION**

If any of the members/proxies/corporate representatives (“Persons”) is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the AGM.

Generally, any Persons who:

- (a) feel unwell before the 2<sup>nd</sup> AGM; or
- (b) have been placed on quarantine orders or stay-at-home notices; or

- (c) have a travel history to certain countries/regions in the specified period preceding the 2<sup>nd</sup> AGM, as announced by the Ministry of Health, must not attend the 2<sup>nd</sup> AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the AGM.

For Persons who are physically attending the 2<sup>nd</sup> AGM, temperature screening on each Person will be taken during registration and the Persons will be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the venue of the 2<sup>nd</sup> AGM.

As a precautionary measure, the Company reserves the right to deny any Persons with body temperature of above 37.5°C entry into the 2<sup>nd</sup> AGM venue.

Any Persons attending the 2<sup>nd</sup> AGM physically should wear a face mask in advance and throughout the 2<sup>nd</sup> AGM and practice proper self-sanitisation, including the use of hand sanitisers.

#### 4. **INDIVIDUAL MEMBERS**

All Members who intend to attend the 2<sup>nd</sup> AGM in person **ARE REQUIRED TO PRE-REGISTER** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by **Sunday, 13 June 2021 at 10.00 a.m.** Kindly refer to the Pre-Register procedures below.

Members who are unable to attend the AGM and who wished to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on your behalf by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

#### 5. **CORPORATE MEMBERS**

Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 2<sup>nd</sup> AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than **Sunday, 13 June 2021 at 10.00 a.m.**

Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Sunday, 13 June 2021 at 10.00 a.m.** to attend and vote at the 2<sup>nd</sup> AGM.

**A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 2<sup>nd</sup> AGM must request his/her proxy/attorney/corporate representative to submit their Pre-Registration at TIIH Online website at <https://tiih.online>.**

If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 2<sup>nd</sup> AGM you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

#### 6. **PRE-REGISTER PROCEDURES**

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 2<sup>nd</sup> AGM are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>

(b)	Pre-register your attendance to attend AGM	<ul style="list-style-type: none"> <li>• <b>Registration is open from 10.00 a.m. Friday, 30 April 2021 up to 10.00 a.m., Sunday, 13 June 2021.</b></li> <li>• Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) JISHAN 2ND AGM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert the CDS account number and indicate the number of shares.</li> <li>• Submit to register your physical attendance.</li> <li>• System will send an <b>e-mail to notify</b> that your registration to attend the AGM physically is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at <b>4 June 2021</b>, the system will send you an <b>e-mail after 13 June 2021 to approve or reject</b> your registration for attendance.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>
-----	--	--

#### **7. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT**

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the 2<sup>nd</sup> AGM in order to ensure social distancing and as a measure to reduce crowds in accordance with the COVID-19 guidelines by the Ministry of Health.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

#### **8. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only a depositor whose name appears on the ROD as at **4 June 2021** shall be entitled to attend, speak and vote at the 2<sup>nd</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

#### **9. PROXY**

If you are unable to attend the meeting on 15 June 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Sunday, 13 June 2021** at **10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

You may submit your Proxy Form to Tricor by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited to Tricor’s Office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the 2<sup>nd</sup> AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

#### **10. ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your Proxy Form electronically via Tricor’s **TIIH Online** website are summarised below:

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Select the “<b>Sign Up</b>” button and followed by “<b>Create Account by Individual Holder</b>”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with <b>TIIH Online</b>, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: “<b>JISHAN 2ND AGM – Submission of Proxy Form</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print Proxy Form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(c)	Register as a User with <b>TIIH Online</b> website	<ul style="list-style-type: none"> <li>Access <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
(d)	Proceed with submission Proxy Form	<ul style="list-style-type: none"> <li>Login to <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate exercise name: “<b>JISHAN 2ND AGM – Submission of Proxy Form</b>”.</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Submit the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## **11. POLL VOTING**

The Voting at the 2<sup>nd</sup> AGM will be conducted by poll. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll voting and to verify the poll results.

During this AGM, the Poll Administrator will brief on the voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.

Upon completion of the voting session for the 2<sup>nd</sup> AGM, the Poll Administrator will verify the poll results and followed by the Chairman's declaration whether the resolutions are duly passed.

## **12. ANNUAL AUDITED FINANCIAL STATEMENTS**

The Company's Annual Audited Financial Statements is available at the Company's website at <https://jishan-group.com/> or Bursa Malaysia's website at [https://www.bursamalaysia.com/market\\_information/announcements/company\\_announcement](https://www.bursamalaysia.com/market_information/announcements/company_announcement).

Should you require a printed copy of the Annual Audited Financial Statements, please request at our Share Registrar's website at <https://tjih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses given below. We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## **13. REGISTRATION**

- (a) Registration will start at 8.45 a.m. in Meeting Room of Jishan, Lot 20384, Mukim 7, Jalan Bukit Panchor, 14300 Nibong Tebal, Pulau Pinang.
- (b) Please present your original MyKad/passport to the registration staff for verification.
- (c) Upon verification, you are required to write your name, mobile contact and sign the Attendance List placed on the registration table.
- (d) You will be given an identification wristband with a personalised passcode for the purpose of voting at this AGM.
- (e) You must wear the identification wristband throughout the AGM as no person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
- (f) If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.
- (g) No person will be allowed to register on behalf of another person even with the original MyKad/passport of the other person.

## **14. HELP DESK**

Please proceed to the Help Desk for any clarification or queries apart from registration details.

The Help Desk will also handle revocation of proxy's appointment.

## **15. RECORDING OR PHOTOGRAPHY**

Strictly NO unauthorised recording or photography of the proceedings of the 2<sup>nd</sup> AGM is allowed.

## 16. ENQUIRY

If you have any enquiries on the above, please contact the following persons 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 Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact Persons : Mr. Jake Too : +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)

: Ms. Vivien Khoh : +603-2783 9091 / Email : [Vivien.Khoh@my.tricorglobal.com](mailto:Vivien.Khoh@my.tricorglobal.com)

: Mr. Alven Lai : +603-2783 9283 / Email : [Siew.Wai.Lai@my.tricorglobal.com](mailto:Siew.Wai.Lai@my.tricorglobal.com)