



Administrative Guide

18th Annual General Meeting
THREE-A RESOURCES BERHAD
199901006659(481559-M)

Date : Monday, 29 June 2020
Time : 10.00 a.m.
Broadcast Venue : Auditorium, 3A Floor,
Menara Symphony, No. 5,
Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

I. CORONAVIRUS DISEASE (COVID-19) OUTBREAK

Amid the evolving COVID-19 outbreak and out of the Company's concern to the well-being and safety of its members, the Company's 18th Annual General Meeting ("AGM") will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and its subsequent amendments.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders **will not be allowed** to attend the AGM in person at the Broadcast Venue on the day of the meeting.

The Company will provide Remote Participation and Voting (RPV) facility for its members to participate and vote remotely at the AGM. This is in line with the Company's Constitution and is also a proactive measure by the Company to facilitate greater participation by members in its AGM without requiring physical presence of members or their proxies.

By leveraging on the RPV facilities, members may participate in the AGM by viewing a live webcast of the AGM, asking questions online, and submitting votes in real time, without physically attending the AGM.

II. VOTING PROCEDURES

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

2. For the purposes of this the AGM, e-voting will be carried out via the following voting devices:-
 - a. Personal smart mobile phones, tablets or Laptops
3. Upon conclusion of the poll session, the Independent Scrutineer will verify the poll result followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

III. REMOTE PARTICIPATION AND ELECTRONIC VOTING

- (a) All members including individual members, corporate shareholder, authorised nominee and exempt authorised nominee shall use the RVP facilities to participate and vote remotely at the AGM.
- (b) You will be able to view a live webcast of the AGM proceeding, ask the board questions and submit your votes in real time whilst the meeting is in progress.
- (c) Kindy follow the steps below on how to request for login ID and password.

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and password.]

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 29 May 2020]

Individual Members

- Login to <https://boardroomlimited.my> using your user id and password above.
- Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event “Three-A Resources Berhad 18th Virtual Meeting”.
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of the Proxy Holder’s MyKad (front and back) or Passport as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
 - Please provide a copy of the Proxy Holder's MyKad (front and back) or Passport as well as his/her email address.
- a. You will receive a notification from Boardroom that your request has been received and is being verified.
 - b. Upon system verification against the AGM's Record of Depositories, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
 - d. Please note that the closing time to submit your request is at 10.00am on Saturday, 27 June 2020. (48 hours before the commencement of the AGM)

Step 3 – Login to Virtual Meeting Portal

1. *[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*
 - a. The Virtual Meeting portal will be open for login starting an hour (1 hour) before the commencement of AGM at 9:00am on 29 June 2020.
 - b. The Meeting Platform can be accessed via:-
Navigate to the website at <https://web.vote2u.app>
 - c. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2 above)
 - d. The steps will also guide you how to view live web cast, ask questions and vote.
 - e. The live web cast will end and the Messaging window will be disabled the moment The Chairman announces the closure of the AGM.
 - f. You can now logout from Virtual Meeting Portal.

IV. DOOR GIFTS

There will be no door gift(s) for members / proxies who participate in the AGM.

IV. ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours:

Boardroom Share Registrars Sdn Bhd

- For members/proxies' enquiries
- For assistance relating to the lodgement of proxy form of AGM as well as RPV

Tel No. : 603 7890 4700

Fax No. : 603 7890 4670

Email : BSR.Helpdesk@boardroomlimited.com

THREE-A RESOURCES BERHAD

Fong Peng Fai, Group Financial Officer

Jessica, Fang Siew Yee, Senior Manager

Tel No. : 603 - 6156 2655

Email : info@three-a.com.my