

**54th Annual General Meeting (“AGM”)
 – Administrative Guide for Shareholders**

Meeting Platform	:	https://tiih.online
Day and Date	:	Wednesday, 21 October 2020
Time	:	11.30 a.m.
Broadcast Venue	:	No. 2A, Jalan 13/2, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Mode of Communication (Submission of Questions)	:	Prior to the day of AGM: <ul style="list-style-type: none"> • Via https://tiih.online by selecting “e-Services” On the day of AGM: <ul style="list-style-type: none"> • Typed text in the Meeting Platform

A. MODE OF MEETING

The AGM will be conducted entirely through live streaming using remote participation and voting (“**RPV**”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd via TIIH Online website at <https://tiih.online>. Members are to participate, speak (via real time submission of typed texts only) and vote remotely using the RPV facilities.

Pursuant to Section 327(2) of the Companies Act 2016, the Chairman shall be present at the Broadcast Venue being the main venue of the AGM. Shareholders will not be allowed to attend the AGM in person at the Broadcast Venue on the day of the meeting.

B. ENTITLEMENT TO PARTICIPATE

In respect of deposited securities, only shareholders whose name appears in the Record of Depositors as at **14 October 2020** shall be entitled to participate, speak (via real time submission of typed texts only) and vote at the AGM.

Shareholders who wish to participate in the AGM, please refer to the following procedures for using RPV:

	Procedure	Action
Prior to the day of AGM		
1.	Register as a user with TIIH Online (For first time registration only)	Using your computer, access the website at https://tiih.online . Register as a user under the “ e-Services ”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.

	Procedure	Action
Prior to the day of AGM (Cont'd)		
2.	Submit your request	<ul style="list-style-type: none"> Registration is open from Tuesday, 29 September 2020 until the day of the AGM on Wednesday, 21 October 2020. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate at the AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) ALB 54TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an email to notify that your registration for remote participation and voting is received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 14 October 2020, the system will send to you an email to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate in the AGM remotely.)</i></p>
On the day of the AGM (21 October 2020)		
3.	Login to TIIH Online	Login with your user ID and password for remote participation and voting at the AGM at any time from 11.00 a.m. i.e. 30 minutes before the commencement of the AGM on Wednesday, 21 October 2020 at 11.30 a.m.
4.	Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) ALB 54TH AGM” to engage in the proceedings of the AGM remotely. If you have any questions for the Chairman/Board of Directors, you may use the query box to transmit your questions. The Chairman/Board of Directors will endeavour to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the AGM.
5.	Online remote voting	<ul style="list-style-type: none"> Voting session commences from 11.30 a.m. on Wednesday, 21 October 2020 until a time when the Chairman announces the end of the voting session. Select the corporate event: “(REMOTE VOTING) ALB 54TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your vote.
6.	End of remote participation and voting	Upon the announcement to be made by the Chairman on the closure of the AGM, the live streaming will end.

Notes to RPV users:

- (i) Should your application to join the AGM be approved, the system will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the AGM will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

C. APPOINTMENT OF PROXY(IES)

The AGM will be conducted via virtual meeting. If you are unable to participate, speak and vote at the AGM via RPV on 21 October 2020, you may appoint proxy(ies) or the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

You may submit your Proxy Form to Tricor Investor & Issuing House Services Sdn Bhd'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 at its Customer Service Counter 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 AGM, otherwise the Proxy Form shall not be treated as valid.

You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Monday, 19 October 2020 at 11.30 a.m.** Please do read and follow the procedures below to submit the Proxy Form electronically.

ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your Proxy Form electronically via **TIIH Online** website are summarised below:

	Procedure	Action
1.	Register as a user with TIIH Online (For first time registration only)	<ul style="list-style-type: none">• Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.• If you are already a user with TIIH Online, you are not required to register again.
2.	Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of AGM of the Company, login with your user ID and password.• Select the corporate event: “(SUBMISSION OF PROXY FORM)”.• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.• Review and confirm your proxy(ies) appointment.• Print Proxy Form for your record.

Proxy(ies) who wish to participate, speak and vote in the AGM via RPV must register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to the procedures for using RPV stated in Section B above.

D. POLL VOTING

Pursuant to Paragraph 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the resolutions set out in the Notice of AGM will be put to vote by poll.

Shareholders can proceed to vote on the resolutions at any time from the commencement of the AGM until the end of the voting session which will be announced by the Chairman of the Meeting. Upon completion of the voting session, the appointed Independent Scrutineer will verify the poll results followed by the Chairman's announcement whether the resolution is duly passed.

E. ENQUIRIES

If you have any enquiries on the above, please contact our Share Registrar:

Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

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