



GOLDEN PHAROS BERHAD
Registration No. 198601003051 (152205-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 2020 ANNUAL GENERAL MEETING (“AGM”) AND EXTRAORDINARY GENERAL MEETING (“EGM”)

AGM

Date & Time : **Tuesday, 28 July 2020 at 10.30 a.m.**
Venue : Gamelan 3, Primula Beach Hotel, Jalan Persinggahan, 20400 Kuala Terengganu, Terengganu Darul Iman

EGM

Date & Time : **Tuesday, 28 July 2020 at 11.30 a.m.**, or immediately upon the conclusion or adjournment (as the case may be) of the above AGM, whichever is later
Venue : Gamelan 3, Primula Beach Hotel, Jalan Persinggahan, 20400 Kuala Terengganu, Terengganu Darul Iman

SAFETY MEASURES IN VIEW OF THE CORONAVIRUS DISEASE (“COVID-19”) OUTBREAK

1. In view of the Covid-19 outbreak, your safety remains our utmost priority. This Administrative Guide is necessary to introduce safety measures and control for the well-being of our shareholders as well as to enable the Company to comply with the Government guidelines on public gatherings.
2. As a precautionary measure, the Company reserves the right to limit the number of attendees including invited guests to be physically present at the venue of the AGM and EGM.

PUBLIC HEALTH PRECAUTIONARY AND PREVENTIVE MEASURES

3. In light of the Covid-19 pandemic, we would appreciate if all shareholders, proxies and invited guests could take all the necessary precautionary and preventive measures as issued by the Ministry of Health when attending the AGM and EGM. We will be conducting temperature checks on all persons upon arrival at the AGM venue. Wearing a face mask is strongly encouraged.
4. If you have travelled overseas, especially to the affected countries in the past 14 days from the date of the AGM and EGM or have been in contact with a Covid-19 affected person or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, please seek medical attention and quarantine yourself at home. Under such circumstances, your attendance in person at the AGM and EGM may be denied. You are hereby strongly advised and encouraged to appoint a proxy or the Chairman of the meeting to attend and vote at the AGM and EGM on your behalf.

PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING

5. In order to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue to accommodate the meeting participants and to ensure compliance with the guidelines on public gathering issued by the government, shareholders/proxies who wish to attend the meeting are required to **pre-register** your attendance

with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd via the TIIH Online website at <https://tiih.online> prior to attending the AGM and EGM.

6. Please read and follow the following procedures to pre-register your physical attendance at the AGM and EGM:
 - Login in to TIIH Online website with your user name (i.e. e-mail 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.
 - Select the corporate event: “**(REGISTRATION) Golden Pharos Berhad AGM and EGM**”.
 - Read and agree to the Terms & Conditions and confirm the Declaration.
 - Select “Register for Physical Attendance at Meeting Venue”.
 - Review your registration and proceed to register.
 - The system will send an e-mail to notify that your registration for physical attendance at meeting venue is received and will be verified.
 - After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after 21 July 2020 to approve or reject your registration to attend physically at the meeting venue.

GENERAL MEETING RECORD OF DEPOSITORS

7. Only a depositor whose name appears on the Record of Depositor as at **21 July 2020** shall be entitled to attend or appoint proxies to attend and vote on his/her behalf.

PROXY

8. If a shareholder who wishes to exercise his/her votes is not able to attend the AGM and EGM, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Please deposit your Form of Proxy at the Company’s Share Registrar’s office at Unit G-3, Ground Floor, Vertical Podium, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur

Alternatively, you may also submit the proxy appointment electronically via TIIH Online at <https://tiih.online> (applicable to individual shareholders only) not later than **Sunday, 26 July 2020 at 10.30 a.m.** for AGM and **Sunday, 26 July 2020 at 11.30 a.m.** for EGM. Please do read and follow the following procedures to submit Proxy Form electronically:

	Procedure	Action
a	Register as a user with TIIH Online	<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 do 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.

b	Proceed with submission of e-Proxy form	<ul style="list-style-type: none"> • After the release of the Notice of AGM and EGM by the Company, login with your user name (i.e. email address) 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 to vote on your behalf. • Appoint your proxy and insert the required details of your proxy or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy appointment. • Print e-proxy form for your record.
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NO DOOR GIFTS

9. To ensure social and physical distancing as well as a measure to reduce the number of crowd or attendees at the AGM and EGM in accordance with the guidelines issued by the Ministry of Health in relation to the Covid-19 pandemic, there will be **no distribution** of door gifts to shareholders, proxies and invited guests who attend the AGM and EGM.

POLL VOTING

10. The voting at the AGM and EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll and Coopers Professional Scrutineers Sdn Bhd as Scrutineers to verify the poll results.

ENQUIRY

11. If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		Telephone Number
	<i>General Line</i>	603-2783 9299
	<i>Shanti Renganathan</i>	603-2783 7971 Santhi.Renganathan@my.tricorglobal.com
	<i>Mohamad Khairudin Bin Tajudin</i>	603-2783 7973 Mohamad.Khairudin@my.tricorglobal.com
	<i>Fax Number</i>	603-2783 9222
	<i>Email</i>	ls.enquiry@my.tricorglobal.com