



[Registration No. 199701023733 (439230-A)]  
(Incorporated in Malaysia)

**Administrative Guide for Shareholders/Proxies attending the  
Twenty-Third (Physical) Annual General Meeting (“23rd AGM” or “Meeting”)**

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**Information on the Meeting**

**1. Date, Time and Venue of (Physical) 23rd AGM**

Date : **Monday, 17 May 2021**

Time : **10:00 a.m.**

Venue : Danau 3, 1st Floor, Kota Permai Golf and Country Club,  
No. 1, Jalan 31/100A,  
Kota Kemuning, Section 31,  
40460 Shah Alam,  
Selangor Darul Ehsan

**2. Entitlement to Attend**

In respect of deposited securities, only members whose names appear in the Record of Depositors on **6 May 2021** (General Meeting Record of Depositors) shall be eligible to attend the Meeting.

**3. Lodgement of Proxy Form(s)**

If you are unable to attend the Meeting and wish to appoint a proxy to vote on your behalf, you may deposit your Proxy Form(s) at the Share Registrar's office of the Company, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia in accordance with the notes and instructions printed therein, not later than 48 hours before the Meeting, i.e. **on or before 15 May 2021 at 10:00 a.m.**

**Coronavirus Disease (“Covid-19”) pandemic - Public Health Precautionary Measures**

The Board of Directors (“**Board**”) of JAG Berhad (“**JAG**”) is cognisant of the outbreak Covid-19 pandemic as at to-date, is still subsisting. The health and safety of the Company's shareholders, Directors, staff and other stakeholders are of paramount concern for the Company.

As guided by the directives of the Ministry of Health, the General Standard Operating Procedures (“**SOP**”) on Event Implementation of Government and Private Institutions issued by the National Security Council (“**MKN**”) (“**MKN's SOP**”), as well as the Guidance and FAQs on the conduct of General Meetings for Listed Issuers by Securities Commission Malaysia (“**SC**”) (“**SC Guidance**”), JAG will be implementing the following precautionary measures to minimise possible Covid-19 transmission:-

**1. Prior Registration of Attendance**

Shareholders who wish to attend the Meeting in person are required to register ahead of the Meeting and provide the following details by email to [info@sshbsb.com.my](mailto:info@sshbsb.com.my), before the Meeting:-

- (a) Company name;
- (b) Full name;
- (c) CDS account number; and
- (d) Contact phone number (optional) for better co-ordination.

## **2. Health Screening Counter – Prior to Meeting Registration Counter**

- (a) As directed by the MKN's SOP, prior to the conduct of Meeting Registration of 23rd AGM by the Share Registrar, it is mandatory for JAG to conduct health screening on all attendees.
- (b) A Health Screening Counter will be set up at the entrance of Meeting Venue to conduct body temperature screening on all attendees as well as to administer and receive Health Declaration Form completed by individual attendees. Attendees having a body temperature exceeding 37.5°C and/or exhibiting one or more of the symptoms such as fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath will not be allowed to attend and participate in the Meeting. Such attendees must seek medical attention immediately.
- (c) If you are unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, you must seek medical attention and quarantine yourself at home, if so advised by your doctor. Under such circumstances, you are advised to appoint the Chairperson of the meeting as your proxy to attend and vote on your behalf at the Meeting.
- (d) Generally, if you:-
  - i) feel unwell before the Meeting; or
  - ii) have been placed on quarantine orders or stay-at-home notices; or
  - iii) have a travel history to certain countries/regions in the specified period preceding the Meeting, as announced by the Ministry of Health;

You should refrain from attending the Meeting in person, and instead are strongly encouraged to appoint the Chairperson of the Meeting as your proxy to attend and vote on your behalf at the Meeting.

- (e) Attendees are strongly encouraged to wear face mask throughout the Meeting and practice good hygiene habits, including but not limited to the use of hand sanitisers.

## **3. Meeting Registration Counter**

- (a) Registration for the Meeting will commence at 9:00 a.m.
- (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 barcode for the purpose of voting at the Meeting.
- (e) You must wear the identification wristband throughout the Meeting 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.
- (h) Social distance of at least one metre should be observed when awaiting for your turn to facilitate Meeting Registration.
- (i) **Help Desk**
  - i) Please proceed to the Help Desk for any clarification or queries apart from registration details.
  - ii) The Help Desk will also handle revocation of proxy's appointment.

**4. Mandatory Registration using “MySejahtera” application (“Apps”)**

- (a) As directed by the MKN’s SOP, in addition to the Meeting Registration to be conducted by the Company’s Share Registrar, all attendees are required to register their attendance vide the “**MySejahtera Apps**” using attendee’s own smart mobile phone by scanning the **QR code** provided (Attendees are required to download and installed the said Apps onto their smart mobile phone).
- (b) Attendees who do not possess smart mobile phones must be manually registered by the Share Registrar for such purpose.

**5. Seating Arrangement**

- (a) As a precautionary measure, JAG reserves the right to limit the number of physical attendees to be accommodated at the Meeting Venue.
- (b) Social distancing would be practised at all times. Attendees who attend the Meeting should maintain at least one metre (3 feet) distance between each other.
- (c) Seats at the Meeting venue would be placed at least one metre (3 feet) apart from one another.
- (d) Attendees should only be seated on clearly marked or demarcated area.

**6. Parking**

- (a) No parking charge for parking within the designated car park of Kota Permai Golf and Country Club.

**7. Poll Voting**

- (a) In accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the Meeting will be conducted by way of poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and to verify the tabulated results of the poll, respectively.
- (b) During the Meeting, the Chairperson will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairperson calls for the poll to be opened.
- (c) Upon completion of the voting session for the Meeting, the Independent Scrutineers for the respective Meeting will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

**8. Pre-Meeting submission of Questions to the Board**

As advised by the SC Guidance, shareholders are encouraged to submit questions ahead of the Meeting by email to Mr. Kek Beng Soon ([kekbs@jaringmetal.com](mailto:kekbs@jaringmetal.com)), **latest by Saturday, 15 May 2021 at 10:00 a.m.**

The Meeting proceedings will focus on the proposed resolutions with a view to minimising crowd gathering time in an enclosed environment.

**9. No Recording or Photography of the Meeting Proceedings**

Strictly **NO** unauthorised recording or photography of the proceedings of the Meeting is allowed.

## **Enquiry**

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

### **Share Registrar**

Securities Services (Holdings) Sdn. Bhd.

Mr. Wong Piang Yoong / Mr. Jerry Tan Hor Seng

Senior Manager / Manager

Tel no.: (603) 2084 9000 / (603) 2084 9165

Fax no.: (603) 2094 9940 / (603) 2095 0292

Email: [piang.yoong.wong@sshsb.com.my](mailto:piang.yoong.wong@sshsb.com.my) / [hor.seng.tan@sshsb.com.my](mailto:hor.seng.tan@sshsb.com.my)

### **JAG Berhad**

Mr. Kek Beng Soon / Ms. Rachel Wong

Tel no.: (603) 5740 8823

Fax no.: (603) 5740 8912

Email: [kekbs@jaringmetal.com](mailto:kekbs@jaringmetal.com) / [rachel@jaringmetal.com](mailto:rachel@jaringmetal.com)

### ***Friendly Reminder:-***

- ✓ Social distancing of at least one metre should be practised at all times;
- ✓ No congregation of large crowd at any single area in the Meeting Venue;
- ✓ Attendees are strongly encouraged to wear face masks; and
- ✓ Attendees classified by the Ministry of Health as *Patient under Investigation* (PUI) and *Person under Surveillance* (PUS) are **PROHIBITED** from attending the Meeting.

### **Important Notes**

*This Administrative Guide has taken into account the latest measures to-date to deal with the Covid-19 situation as announced and/or implemented in Malaysia which affect the holding or conduct of general meeting. The Company will closely monitor the situation and reserves the right to take further measures or short-notice arrangements as and when appropriate in order to minimise any risk to the Meeting. Any material developments will be announced on the Bursa Malaysia Securities Berhad and members are advised to check the Company's announcement(s) made via Bursa Malaysia Securities Berhad regularly for updates on the Meeting and/or material developments.*