

2ND ANNUAL GENERAL MEETING OF GAGASAN NADI CERGAS BERHAD (1238966-U)

ADMINISTRATIVE NOTES

DATE : Wednesday, 29th May 2019
TIME : 10.00 a.m.
VENUE : Greens II Main Wing, Tropicana Golf & Country Resort,
Jalan Kelab Tropicana, Tropicana, 47410 Petaling Jaya, Selangor

PARKING

- Parking is free and you are advised to park your vehicle at the Tropicana Golf & Country Resort (TGCR) car park.

REGISTRATION

- Registration will start at 9.00 a.m. in Greens II Main Wing Function Room on the First Floor of TGCR, and will end at a time as directed by the Chairperson of the meeting.
- Please read the signage to ascertain where you should register yourself for the meeting and join the queue accordingly.
- Please produce your original MyKad/Passport at the registration counter for verification and make sure you collect your MyKad/Passport thereafter.
- After the verification, you are required to write your name and sign on the Attendance List placed at the registration counter.
- You will be given a wristband with personalised passcode and a snack box. Please retain your wristband for entry to the meeting room and for voting at the 2nd Annual General Meeting (AGM).
- There will be no replacement in the event that you lose or misplace the wristband and snack box.
- No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
- The registration counter will handle only verification of identity and registration. If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counters.

FOOD AND BEVERAGES

- Snack boxes will be provided upon registration and you may be seated at the foyer to have your food. Beverages will also be served before the commencement of the AGM.

GENERAL MEETING RECORD OF DEPOSITORS

- For the purpose of determining a member who shall be entitled to attend the 2nd AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 21 May 2019 (General Meeting ROD). Only a depositor whose name appears on the said Record of Depositors as at 21 May 2019 shall be eligible to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

PROXY

- A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
- You may submit your Proxy Form to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd by fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com, but please ensure that the **original Proxy Form** is deposited at the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, no later than **Monday, 27 May 2019 at 10.00 a.m.**
- Alternatively, you may deposit your proxy form by electronic means through Tricor system, TIIH Online. Kindly follow the link at <https://tiih.online> and select "e-Services" to login. Please refer to the Annexure on how to register to TIIH Online and submit your proxy form electronically.
- If you wish to attend the meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the meeting together with a proxy appointed by you.
- If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

POWER OF ATTORNEY / CORPORATE REPRESENTATIVE

- Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. not less than forty-eight (48) hours before the time appointed for holding the General Meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
- For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please bring the **ORIGINAL** certificate of appointment executed in the manner as provided under the Constitution of the corporate member if it has not been lodged at the Company's Share Registrar's office earlier.

POLL VOTING

- The voting at the 2nd AGM will be conducted by poll in accordance with Paragraph 8.31A of Bursa Malaysia Securities Berhad ACE Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (Tricor) as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Asia Securities Sdn Bhd as Scrutineers to verify the poll results.
- E-voting for each of the resolutions as set out in the Notice of 2nd AGM will take place only upon the conclusion of the deliberations of all the businesses to be transacted at the 2nd AGM. The registration for attendance will be closed at the commencement of the poll to facilitate poll counting.
- Shareholder/proxy will be directed to the e-voting counter or kiosk for voting where he/she must produce the wristband issued to him/her during registration.
- Voting can also be done using your own smartphone device with access to Tricor e-Vote App. Members and proxies who wish to use their own voting device to vote are required to take note of the following e-voting requirements and procedures:
 - Download Tricor e-Vote App onto your voting device before attending the meeting. Tricor e-Vote App download is available at no cost from Google Play Store or Apple App Store. If you require assistance on how to download the Tricor e-Vote App, please contact Tricor at the number listed below.

- When you arrive at the meeting venue, connect to the Wi-Fi network provided by Tricor for use and to access Tricor e-Vote App:

Wi-Fi Name : Tricor_eVote
Password : gagasan2905

- Use the camera function of your smartphone device to capture the passcode on your wristband to access Tricor e-Vote App.
- Detailed instruction on how to vote will be provided in the meeting before the start of the voting session.
- Upon completion of the voting session, the Scrutineers will verify the poll results.

ANNUAL REPORT 2018

- The following documents are available at <https://nadicergas.investor.net.my/annual-reports/>
 - Gagasan Nadi Cergas Annual Report 2018
 - Notice of 2nd AGM
 - Circular to Shareholders
 - Form of Proxy
 - Administrative Notes
- You may request for copies of the printed reports at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services”. Printed copies are also available for collection on a first come first serve basis from the Helpdesk located next to the registration counters on the date of the Meeting.
- Please consider the environment before you decide to print or request for the above reports.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following during office hours:

Tricor Investor & Issuing House Services Sdn Bhd (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	
	General Line	603-2783 9299
	Ms. Shanti Renganathan	603-2783 7971
	Fax Number	603-2783 9222

Dear Security Holders,






ELECTRONIC LODGEMENT OF PROXY FORM FOR GENERAL MEETING

We are pleased to inform that security holders can have the option to lodge their proxy forms by electronic means through our system, TIIH Online (“e-proxy form”).










TIIH Online is a web-based facility that provides an online platform for security holders (individuals only) to perform lodgement of document/form electronically which includes proxy form in paperless form (“e-lodgement”). Once you have successfully lodged your e-proxy form, you are no longer required to complete and lodge the physical proxy form to the company or Tricolor office.

To assist you on how to engage with e-lodgement of proxy form, kindly read and follow the guidance notes which are detailed below:

1. Sign up as user of TIIH Online

-  Using your computer, access our website at <https://tiih.online>
-  Sign up as a user by completing the registration form. Registration is free.
-  Upload a softcopy of your MyKad (front and back) or your passport.
-  Administrator will approve your registration within one working day and notify you via email.
-  Activate your account by re-setting your password.

2. Proceed with e-lodgement of proxy form

-  After the release of the Notice of Meeting by the Company, login with your user name (i.e. e-mail address) and password.
-  Select the corporate event: **“Gagasan Nadi Lodgement of Proxy Form”**.
-  Read and agree to the Terms & Conditions and confirm the Declaration.
-  Insert the CDS account number and indicate the number of securities for your proxy(s) to vote on your behalf.
-  Appoint your proxy(s) or chairman and insert the required details of your proxy(s).
-  Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
-  Review & confirm your proxy(s) appointment.
-  Proceed to pay handling fee of RM5 for each CDS account through the online payment gateway (FPX and Maybank2u)
-  Print payment receipt and e-proxy form for your record.

Our Contact

Should you need further clarification on the e-lodgement of proxy form, you can contact us at the following. Thank you.

Tricolor Investor & Issuing House Services Sdn Bhd	
Unit 32-01, Level 32, Tower A, Vertical Business Suite,	Tel No : 03-27839299
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi,	Fax No : 03-27839222
59200 Kuala Lumpur, Malaysia	E-mail : is.enquiry@my.tricorglobal.com