

**3RD ANNUAL GENERAL MEETING OF GAGASAN NADI CERGAS BERHAD**  
**REGISTRATION NO. 201701024800 (1238966-U)**

**ADMINISTRATIVE GUIDE**

DATE	:	15 September 2020
TIME	:	10.00 a.m.
VENUE OF MEETING	:	Ballroom III, Tropicana Golf & Country Resort, Jalan Kelab Tropicana, Tropicana, 47410 Petaling Jaya, Selangor
TIME & PLACE OF REGISTRATION	:	From 8.30 a.m. onwards Ballroom III, 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.

**COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES**

The Board of Directors (“Board”) is cognisant of the Covid-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company’s members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company’s Third Annual General Meeting (“3rd AGM”):

In view of the Covid-19 pandemic and further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission, members/proxies/corporate representatives who wish to attend the 3rd AGM in person **ARE REQUIRED TO PRE-REGISTER (“RSVP”)** with the Company’s share registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Share Registrar”, “Tricor”, or “TIIH”), via the **TIIH Online** website at <https://tiih.online> no later than **Sunday, 13 September 2020 at 10.00 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM.

**VENUE AND SEATING ARRANGEMENT**

- As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the venue.
- In order to assist the Company in managing the turnout for the 3rd AGM, members/proxies/corporate representatives are required to pre-register with the Company’s share registrar, via the **TIIH Online** website at <https://tiih.online>, if the members/proxies/corporate representatives wish to attend the 3rd AGM in person.
- Social distancing would be practised at all times. Members who attend the 3rd AGM should maintain at least 1 metre (3 feet) distance between him/herself.
- Seats in the 3rd AGM venue would be placed at least one metre (3 feet) apart from one another.

## OTHER IMPORTANT INFORMATION

- If any of the members/proxies/corporate representatives (“Persons”) have travelled overseas to China (including mainland China, SAR Hong Kong, SAR Macau and Taiwan), Italy, Iran, Korea, Japan and other affected countries in the past 14 days or if a Person is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the AGM.
- Generally, any Persons who:
  - (a) feel unwell before the 3rd AGM; or
  - (b) have been placed on quarantine orders or stay-at-home notices; or
  - (c) have a travel history to certain countries/regions in the specified period preceding the 3rd AGM, as announced by the Ministry of Health, must not attend the 3rd AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the AGM.
- For Persons who are physically attending the 3rd AGM, temperature screening on each Person will be taken during registration and the Persons will be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the venue of the 3rd AGM.
- As a precautionary measure, the Company reserves the right to deny any Persons with body temperature of above 37.5°C entry into the 3rd AGM venue.
- Any Persons attending the 3rd AGM physically should wear a face mask in advance and throughout the 3rd AGM and practice proper self-sanitisation, including the use of hand sanitisers.

## INDIVIDUAL MEMBERS

- All Members who intend to attend the 3rd AGM in person **ARE REQUIRED TO PRE-REGISTER (“RSVP”)** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by Sunday, 13 September 2020 at 10.00 a.m. Kindly refer to the RSVP procedures below.

Members who are unable to attend the AGM and who wished to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on your behalf by indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

## CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 3rd AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than **Sunday, 13 September 2020 at 10.00 a.m.**
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Sunday, 13 September 2020 at 10.00 a.m.** to attend and vote at the 3rd AGM.
- **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 3rd AGM must request his/her proxy/attorney/corporate representative to submit their RSVP at TIIH Online website at <https://tiih.online>.**
- If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 3rd AGM you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

## **PRE-REGISTER RSVP PROCEDURES**

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 3rd AGM are to follow the requirements and procedures as summarised below:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li></ul>
(b)	Submit your RSVP to attend AGM	<ul style="list-style-type: none"><li><b>Registration is open from 10.00 a.m. Tuesday, 30 June 2020 up to 10.00 a.m. Sunday, 13 September 2020.</b></li><li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) Gagasan Nadi 3rd AGM</b>”.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Select “Register for Physical Attendance at Meeting Venue”</li><li>Review your registration and proceed to register</li><li>System will send an <b>e-mail to notify</b> that your registration to attend the AGM physically is received and will be verified.</li><li>After verification of your registration against the General Meeting Record of Depositors as at <b>8 September 2020</b>, the system will send you an <b>e-mail to notify</b> if your registration is approved or rejected.</li><li>For members who have registered to attend the AGM physically, the system will email an e-passcode slip. Print the passcode slip and bring it along with you to the AGM.</li></ul>

## **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 3rd AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 8 September 2020 (General Meeting ROD). Only a depositor whose name appears on the said Record of Depositors as at 8 September 2020 shall be eligible to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

## **PROXY**

- If you are unable to attend the meeting on 15 September 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

- You may submit your Proxy Form to Tricor by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor'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, alternatively, the Customer Service Centre 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 3rd AGM or any adjournment thereof, 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 **Sunday, 13 September 2020 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below

### **ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	<b>Procedure</b>	<b>Action</b>
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: "<b>Gagasan Nadi 3rd AGM - Submission of Proxy Form</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>

### **POLL VOTING**

- The voting at the 3rd 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 3rd AGM will take place only upon the conclusion of the deliberations of all the businesses to be transacted at the 3rd 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:
 

<b>Wi-Fi Name</b>	<b>: Tricor_eVote</b>
<b>Password</b>	<b>: gagasan1706</b>
  - 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 2019**

- The following documents are available at <https://nadicergas.investor.net.my/annual-reports/>
  - Gagasan Nadi Cergas Annual Report 2019
  - Notice of 3rd AGM
  - Form of Proxy
  - Administrative Guide
  - Circular to shareholders in relation to Proposed Renewal of Existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
- You may request for copies of the printed reports at <https://tiih.online> by selecting "Request for Annual Report" under the "Investor Services". Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## **REGISTRATION**

- Registration will start at 8.30 a.m. in Ballroom III at 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 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 3rd 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.

#### HELP DESK

- Please proceed to the Help Desk for any clarification or queries apart from registration details.
- The Help Desk will also handle revocation of proxy's appointment.

#### RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 3rd AGM is allowed.

#### ENQUIRY

If you have any enquiry prior to the meeting, please contact the following during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

<b>Gagasan Nadi Cergas Berhad</b> Registration No. 201701024800 (1238966-U) F-1 @ 8 Suria 33, Jalan PJU 1/42 47301 Petaling Jaya Selangor Darul Ehsan	<b>Telephone Number</b>	
	General Line	603-7887 3388
	<b>Fax Number</b>	603-7887 3355

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> 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	<b>Telephone Number</b>	
	General Line	603-2783 9299
	<b>Fax Number</b>	603-2783 9222