



CAB CAKARAN CORPORATION BERHAD

(200201015998) (583661-W)

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20TH AGM”)

Day and Date : Thursday, 24 March 2022
Time : 10.30 a.m.
Venue : The Conference Room, Third Floor, CAB Cakaran Corporation Berhad, Plot 21, Lorong Jelawat 4, Seberang Jaya Industrial Park, Seberang Jaya, 13700 Perai, Penang

SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (“COVID-19”) OUTBREAK

1. The Company places paramount importance on the well-being and safety of all stakeholders including shareholders, proxies, staff and other attendees. Measures have been implemented and the Company will implement any new applicable directive, safety and precautionary requirements prescribed by the Government, Ministry of Health Malaysia (“MOH”), Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
2. It is necessary that we introduce safety measures and control for the well-being of our shareholders as well as the Company to comply with the Government’s and/or relevant authorities’ directives and guidelines on public gatherings or events which that be issued from time to time. The precautionary and safety measures applicable to all attendees are as follows:
 - (a) Individuals who have been fully vaccinated and fulfil the criteria as follows:
 - i. A person must have completed the vaccination maturity period of 14 days for vaccines that require 2 doses of injection (such as Cormirnaty (Pfizer-BioNTech), COVID-19 AstraZeneca (Oxford-AstraZeneca), CoronaVac (Sinovac), Spikevax (Moderna) and Covilo (Sinopharm), a person must have passed 14 days of vaccination maturity.
 - ii. A person must have completed the vaccination maturity period of 28 days for vaccines that only require 1 dose injection (such as COVID-19 Janssen (Johnson & Johnson) and Convidecia (CanSino)).
 - (b) A person who has not completed the vaccination must undergo a pre-event test using a self-test kit (saliva) and send us a record before attending the meeting.
3. In view of the COVID-19 outbreak, physical attendance at the 20th AGM may present a risk to the shareholders. As such, shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the 20th AGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
4. If you have travelled overseas in the past 14 days, have been in contact with a COVID-19 affected person and/or person suspected of COVID-19 case or if you are unwell with sore throat/flu/fever/cough/shortness of breath or any symptoms of the COVID-19, please quarantine yourself at home. You are strongly advised to appoint the Chairman of the meeting to attend and vote at the 20th AGM on your behalf.

5. We will be conducting temperature checks on all persons upon arrival at the 20th AGM venue. Any person with a body temperature of above 37.5 degrees Celsius or showing symptoms of respiratory illness such as coughing and sneezing, will be denied entry into the meeting venue.
6. For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the 20th AGM as well as maintain social distancing throughout the meeting.
6. Shareholders are advised to check the Company's website at www.cab.com.my and Bursa's website at www.bursamalaysia.com from time to time for any changes to the administration of the 20th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

PRE-REGISTRATION TO ATTEND THE 20TH AGM

Shareholders are required to register ahead of the 20th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities.

Please do read and follow the following procedures to pre-register your physical attendance at the 20th AGM via the TIIH Online website at <https://tiah.online>.

- Login 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) CAB CAKARAN CORPORATION BERHAD 20TH AGM**".
- 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.
- 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 Records of Depositors as at **17 March 2022**, the system will send you an e-mail after **22 March 2021** to approve or reject your registration to attend physically at the Meeting Venue.

PROXY

You may submit your proxy form at the registered office of the Company situated at Suite A, Level 9, Wawasan Open University, 54, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang or alternatively, to submit your electronic Proxy Form via TIIH Online at <https://tiah.online>, not less than forty-eight (48) hours before the time appointed for holding the 20th AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGMENT OF PROXY FORM

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

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Using your computer, please 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.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. ▪ Select the corporate event: CAB CAKARAN CORPORATION BERHAD 20TH AGM - SUBMISSION OF PROXY FORM”. ▪ Read and agree to the Terms and Conditions and confirm the Declaration. ▪ Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. ▪ Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. ▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. ▪ Review and confirm your proxy(s) appointment. ▪ Print the form of proxy for your record.
ii. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online at https://tiih.online ▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. ▪ Complete the registration form and upload the required documents. ▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days. ▪ Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate event: “CAB CAKARAN CORPORATION BERHAD 20TH AGM – SUBMISSION OF PROXY FORM” ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Login to TIIH Online, select corporate event: “CAB CAKARAN CORPORATION BERHAD 20TH AGM - Submission of Proxy Form”. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select “Submit” to complete your submission. ▪ Print the confirmation report of your submission for your record.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 20th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **17 March 2022** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 20th AGM proceedings is allowed without prior written permission of the Company.

ENQUIRY

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

Tricor Investor & Issuing House Services Sdn Bhd		
Telephone Number	General Line	603-2783 9299
Contact Person	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Ms Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	