



**CAB CAKARAN CORPORATION BERHAD**

(200201015998) (583661-W)

(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE TWENTY FIRST ANNUAL GENERAL MEETING (“21<sup>ST</sup> AGM”)**

Day and Date : Friday, 24 March 2023  
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

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

The health and safety of the attendees at the 21<sup>st</sup> AGM of CAB Cakaran Corporation Berhad (“Company”) is our main priority. Hence, the following precautionary measures will be taken for the conduct of the AGM:

1. Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or home surveillance orders or have come into close contact with someone with suspected or confirmed COVID-19, are advised to refrain from attending the AGM in person.
2. To attend the AGM, a person is required:
  - (i) To be fully vaccinated (as defined in the standard operating procedures of National Recovery Plan published on the website of Malaysian National Security Council).
  - (ii) Have not tested positive for COVID-19 for 7 days prior to AGM.
  - (iii) To be asymptomatic.
  - (iv) All shareholders/proxies/corporate representatives to wear face masks throughout the event.
  - (v) 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. Shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the 21<sup>st</sup> AGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
4. Shareholders/proxies/corporate representative are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine and other health and safety precautions from time to time.
6. Shareholders are advised to check the Company’s website at [www.cab.com.my](http://www.cab.com.my) and Bursa’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) from time to time for any changes to the administration of the 21<sup>st</sup> AGM arrangement.

## REGISTRATION

The registration counter will be open at 9.30 a.m. on Friday, 24 March 2023. Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter.

Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person. Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given the voting slip for voting purposes.

## 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://tiih.online>, not less than forty-eight (48) hours before the time appointed for holding the 21<sup>st</sup> 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
<b>i. Steps for Individual Shareholders</b>	
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 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>
Proceed with submission of form of proxy	<ul style="list-style-type: none"><li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li><li>Select the corporate event: <b>CAB CAKARAN CORPORATION BERHAD 21<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM</b>".</li><li>Read and agree to the Terms and 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/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li><li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>Review and confirm your proxy(s) appointment.</li><li>Print the form of proxy for your record.</li></ul>
<b>ii. Steps for corporation or institutional shareholders</b>	

Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <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"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate event: <b>“CAB CAKARAN CORPORATION BERHAD 21<sup>ST</sup> AGM – SUBMISSION OF PROXY FORM”</b></li> <li>▪ Agree to the Terms &amp; Conditions and Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIIH Online, select corporate event: <b>“CAB CAKARAN CORPORATION BERHAD 21<sup>ST</sup> AGM - Submission of Proxy Form”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>

## GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 21<sup>st</sup> AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **16 March 2023** 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 21<sup>st</sup> 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:

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b>		
Telephone Number	General Line	603-2783 9299
Contact Person	Ms Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Ms Nur Shafikah	603-2783 9293 Nur.Shafikah@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	