



EASTLAND EQUITY BHD. 200001013359 (S15965-A)

Suite 8-4, 4th Floor, Medan Makmur, Jalan 9/23A, Off Jalan Usahawan, 53300 Setapak Kuala Lumpur.

+603 4149 8200 +603 4142 9788

## ADMINISTRATIVE GUIDE OF THE TWENTIETH ANNUAL GENERAL MEETING (“20th AGM”) FOR THE SHAREHOLDERS OF EASTLAND EQUITY BHD.

Date : Thursday, 3 September 2020

Time : 10.30 a.m.

Venue : Merbok Room, Level 6, The Grand Renai Hotel, Kota Sri Mutiara, Jalan Sultan Yahya Petra, 15150 Kota Bharu, Kelantan

### Dear Valued Shareholders,

In view of the COVID-19 pandemic, your safety remains our utmost priority. The 20th AGM of the Company will be conducted in accordance with the General Standard Operating Procedures to Government and Private Sector (“**General SOP**”) on public gatherings and events issued by Malaysian National Security Council as well as Guidance Note and Frequently Ask Questions on the Conduct of General Meetings for Listed Issuers, issued by the Securities Commission Malaysia (“**SC Guidance Note & FAQs**”).

This Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of our shareholders/proxies during the 20th AGM as well as to comply with the General SOP and SC Guidance Note & FAQs which may be updated from time to time.

The Company wishes to highlight that the 20th AGM may be re-scheduled and/or adjourned subject to the development of the COVID-19 pandemic and the Malaysian Government’s announcements or guidelines made from time to time. Rest assured, all members/proxies including attendees shall be kept informed of any unexpected changes.

### SAFEGUARD MEASURES DUE TO COVID-19 PANDEMIC

1. In light of the COVID-19 pandemic, shareholders/proxies/corporate representatives are encouraged to take all the necessary precautions and preventive measures issued and directed by the Malaysia Government, the Ministry of Health, the Malaysian National Security Council and other relevant authorities before attending the 20th AGM.
2. If you have travelled overseas to the affected countries in the past 14 days or if you are unwell with **sore throat/ flu/ fever/ cough/ aches and pains/ nasal congestion/ runny nose/ diarrhea/ shortness of breath**, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices and strongly encouraged not to attend the 20th AGM.
3. If you are under high risk group which is **above age of 60**, you are hereby strongly advised and encouraged to appoint the Chairman as your proxy or proxy(ies) between the ages of 18 to 60 years to attend the 20th AGM.

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### **Administrative Guide of the 20th AGM**

4. To safeguard the health and safety of shareholders, proxies, corporate representatives and invited guests who may be attending the 20th AGM in person, the Company will also implement the following precautionary measures :-
  - (a) Shareholders, proxies and corporate representatives (“**Participants**”) will have to go through a compulsory body temperature screening and will be required to provide his/her health declaration via **MySejahtera** application during the registration process, specifically to facilitate the Company in preventing any potential spread of COVID-19. Any person with a body temperature of above 37.5°C or is experiencing any symptoms of being unwell above, you will **NOT** be allowed to enter the venue of the 20th AGM.
  - (b) Wearing a face mask in advance and throughout the 20th AGM proceedings is required. Please be informed that the Company will not be providing face masks for all attendees.
  - (c) We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the 20th AGM. Hand sanitiser will be provided at the entrance of the meeting hall.
  - (d) The Company reserves the right to reject entrance of any attendee who does not meet the General SOP as mentioned above.
5. Shareholders are encouraged to keep abreast with the latest news released by the authorities regarding travelling, self-quarantine, other health and safety precautions from time to time.
6. Shareholders whom are unable to join the meeting are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.

### **PRE-REGISTRATION TO ATTEND THE 20TH AGM**

1. Pursuant to SC Guidance Note & FAQs, the Participants who will be attending the 20th AGM in person are required to pre-register themselves with the Company by providing their name, NRIC/Passport No. and CDS account no. via email at [eastlandagm20@eeb.com.my](mailto:eastlandagm20@eeb.com.my) not later than **Tuesday, 1 September 2020 at 10.30 a.m.** to the Company to allow the Company to make necessary arrangements for the 20th AGM, otherwise the attendance of Participants in person will be denied. Once your registration is successful, you will be notified via email.
2. The Company is abiding with the General SOP issued by Malaysian National Security Council in conducting the 20th AGM.

### **REGISTRATION AT THE MEETING VENUE**

1. Registration will start at **9.30 a.m.** on **Thursday, 3 September 2020** outside the hall of Merbok Room.
2. Please present your email registration confirmation, original MyKad or Passport to the registration staff for verification. Upon verification, you are required to write your name and sign the attendance list on the registration table.
3. Please scan the **MySejahtera** application QR code for health declaration and perform body temperature screening before entering the meeting hall. Please be mindful of one metre social distancing inside the meeting hall.

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4. You will be given the following during the registration :

- (a) An identification wristband
- (b) Polling Slip

If you are attending the meeting as a shareholder as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.

- 5. Please be reminded that you will not be allowed to enter the 20th AGM meeting hall without wearing the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
- 6. No person will be allowed to register on behalf of another person even with his/her original MyKad or Passport.
- 7. For precautionary and health safety measures, the meeting hall will be closed at 10.30 a.m. sharp. All attendees are encouraged to be punctual.

### **DOOR GIFT**

No Door Gift will be distributed to shareholders/proxy(ies).

### **ANNUAL REPORT 2019**

The Annual Report 2019 is available on Bursa Malaysia Berhad's website at <https://www.bursamalaysia.com/> under Company Announcements and also at the Eastland Equity Bhd.'s website at <http://www.eeb.com.my/>. If you wish to request for printed copy of the Annual Report 2019, please forward your request by completing the Request Form to the Company.

### **GENERAL MEETING ARRANGEMENTS**

Due to the constant evolving COVID-19 situation in Malaysia, the Company reserves the right to change the meeting arrangements of 20th AGM in accordance to the latest directives to be issued by relevant authorities related to the COVID-19 including to impose limitation to the number of attendees as set by the authorities, if any, to be physically present at the meeting venue.

Kindly check the Company's website or announcement from time to time for the latest updates on the status or changes to the 20th AGM arrangement.

### **ENTITLEMENTS TO ATTEND, SPEAK AND VOTE**

Only a depositor whose name appears in the Record of Depositors as at 21 August 2020 is entitled to attend, speak and vote at the said meeting or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

### **PROXY**

- 1. If a shareholder is unable to attend the 20th AGM on Thursday, 3 September 2020, he/she can appoint the Chairman of the meeting as his/her proxy to attend, speak and vote in his/her stead. Please submit your Proxy Form to the Share Registrar's Office of the Company, Boardroom

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Share Registrars Sdn. Bhd. at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan by **Tuesday, 1 September 2020 at 10.30 a.m.**

2. For the health and safety of shareholders, the Company would like to encourage shareholders to exercise their right to vote at the 20th AGM by appointing the Chairman of the 20th AGM as their proxy and indicate the voting instructions in the Form of Proxy instead of attending the 20th AGM in person.

### **CORPORATE MEMBER**

Any corporate member who wishes to appoint its representative instead of a proxy to attend the meeting should:

- i) submit the original certificate of appointment duly signed or executed to the office of the Share Registrar at any time before the time appointed for holding the meeting; or
- ii) pre-register the representative by providing the scan copy of the certificate of appointment, the name of the representative, NRIC/Passport No. and CDS account no. of the corporate member via email at [eastlandagm20@eeb.com.my](mailto:eastlandagm20@eeb.com.my) and the original certificate of appointment to be presented the registration staff on the meeting day for the Company's records.

### **VOTING PROCEDURE**

1. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements and the Constitution of the Company, all resolutions tabled at the AGM will be voted by poll instead of by show of hands. For this purpose, the Company has appointed Boardroom Share Registrars Sdn. Bhd. to conduct the poll voting and GovernAce Advisory & Solutions Sdn. Bhd. as scrutineers to verify the poll results.
2. You may proceed to vote once the Chairman of the meeting announces the votes to be casted.

### **ENQUIRY**

If you have general queries prior to the meeting, please contact the following person during office hours from Mondays to Fridays, 9.00 a.m. to 5.00 p.m. (except on public holidays):-

**(a) Eastland Equity Bhd.**

General Line : +603 4149 8200  
Fax Number : +603 4142 9788  
Email : [eastlandagm20@eeb.com.my](mailto:eastlandagm20@eeb.com.my)

**(b) Boardroom Share Registrars Sdn. Bhd.  
(Share Registrar)**

General Line : +603 7890 4700  
Fax Number : +603 7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)