



ComfortRubberGloves
COMFORT GLOVES BERHAD
(Registration No.: 193701000006 (852-D))
(Incorporated in Malaysia)

Administrative Guide

for Comfort Gloves Berhad's 80th Annual General Meeting ("AGM")

Meeting Date	: Tuesday, 22 June 2021
Time	: 10.00 a.m.
Meeting Platform	: https://web.vote2u.app
Broadcast Venue	: Summit 3, 3 rd Floor, Wisma Westcourt, No 126 Jalan Klang Lama, 58000 Kuala Lumpur, Malaysia.
Mode of Communication	: 1) Typed text in the Meeting Platform. 2) E-mail questions to investorsrelation@comfort-rubber.com.my prior to Meeting.

Shareholders are reminded to kindly check our website at <https://www.comfort-rubber.com.my>, or Bursa announcements for the latest announcements or updates, if any, regarding the status of the AGM.

MODE OF MEETING

In light of whole country has been placed under Movement Control Order (MCO) as announced by MKN on 10 May 2021 and pursuant to the revised Guideline on the Conduct of General Meetings issued by Securities Commission on 6 May 2021, no physical meeting is allowed for areas under MCO. Hence, the Company will conduct its forthcoming Annual General Meeting ("AGM") entirely on a virtual basis via Remote Participation and Voting ("RPV") facilities.

In addition, in line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the RPV facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.



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BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue.

Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED to be physically present** nor will they be admitted at the broadcast venue on the day of the AGM. Shareholders/proxies/corporate representatives who turn up at the Broadcast Venue would be requested to leave the venue politely.

ENTITLEMENT TO PARTICIPATE THE AGM

In respect of deposited securities, only members whose MyKad/passport number appear on the Record of Depositors on **14 June 2021** (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

FORM(S) OF PROXY

1. 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.
2. The proxy form must be completed, signed and lodged with the Company via the following, no later than **10.00 a.m. on Sunday, 20 June 2021 ("Proxy Deadline")**: -
 - (i) By postal/courier/hand deliver to Boardroom Share Registrars Sdn Bhd at the following address: -

11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya,
Selangor, Malaysia
 - (ii) By fax to (60) 3 7890 4670;
 - (iii) Email to bsr.helpdesk@boardroomlimited.com



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- (iv) Online via the Boardroom Smart Investor Portal at www.boardroomlimited.my, which is free and available to all individual Depositors. Kindly refer to the guidelines below to navigate through the portal: -

1. Register Online with Boardroom Smart Investor Portal (for first time registration only)

*[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to **item 2. eProxy Lodgement**]*

- a) Access website <https://boardroomlimited.my> .
- b) Click <<Register>> to sign up as a user.
- c) Complete registration and upload softcopy of MyKAD (front and back) or Passport.
- d) Please enter a valid email address and wait for BSR's email verification.
- e) The registration of your eProxy Account would be verified and approved within one business day and an e-mail notification would be provided.

2. eProxy Lodgement

- a) Login to <https://boardroomlimited.my> using your user id and password above.
- b) Go to e-Proxy Lodgement and browse Meeting List. Click <<Apply>> for the Company that you want to lodge your proxy form.
- c) Read the Terms & Conditions and confirm the Declaration.
- d) Enter the CDS account number and the total number of securities held.
- e) Select your proxy - either The Chairman of the Meeting or individual named proxy(s) and enter the required particulars of your proxy(s).
- f) Indicate your voting instructions – For, Against or Abstain, otherwise your proxy will decide your vote.
- g) Review & confirm your proxy(s) appointment.
- h) Click submit.
- i) Download or print the e-Proxy form acknowledgement.

REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, kindly email to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before this meeting.



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VOTING PROCEDURE

1. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The Poll Administrator of the Company will conduct the poll by way of electronic voting (“**e-voting**”) and the poll results will be verified and validated by the Independent Scrutineer appointed by the Company.
2. Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

PROCEDURES TO PARTICIPATE IN RPV

Please follow the Procedure to Participate in RPV as summarized below:

BEFORE AGM DAY

A: REGISTRATION

Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U online	<p>The registration will open from the day of notice</p> <ol style="list-style-type: none">a. Access website at https://web.vote2u.appb. Click “Sign Up” to sign up as a user.c. Read the ‘Privacy Policy’ and ‘Terms & Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ on a small box <input type="checkbox"/>. Then click “Next”.d. *Fill-in your details (note: create your own password). Then click “Continue”.e. Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).f. Log in as user completed.g. Your registration will be verified and an email notification will be sent to you. Please check your email. <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>



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ON AGM DAY

A: WATCH LIVE STREAMING

Individual Shareholders & Proxies

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from 9.00 a.m. on Tuesday, 22 June 2021, one (1) hour before the commencement of the AGM.</p> <p>a. Login with your email and password b. Select the Annual General Meeting event c. Click "Watch Live" button to view the live streaming.</p>

B: ASK QUESTION

Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <p>a. Click "Ask Question" button to post question(s). b. Type in your question and click "Submit".</p> <p>The Chairperson / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p>



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C: VOTING REMOTELY

Individual Shareholders & Proxies

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none">Click “Confirm Details & Start Voting”.To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “Next” to continue voting for all resolutions.To change your vote, click “Back” and select another voting choice.After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “Confirm” to submit your vote. <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

NO BREAKFAST/LUNCH PACKS, DOOR GIFT/FOOD VOUCHER

There will be **NO distribution** of breakfast/lunch packs, food vouchers or door gifts for the AGM since the meeting is being conducted on a fully virtual basis.

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder’s breach of warranty.