

**ADMINISTRATIVE NOTES FOR SHAREHOLDERS/PROXIES
ATTENDING THE FORTY-NINTH ANNUAL GENERAL MEETING (“49THAGM”)
AND EXTRAORDINARY GENERAL MEETING (“EGM”)**

REGISTRATION

1. The registration will commence at 8:30 a.m. and the registration counters will be closed when the meeting commences.
2. Please produce your original identity card (for Malaysian) or passport (for non-Malaysian) to the registration staff for verification. Photocopy of identity card or passport will not be accepted. Please make sure you collect your identity card or passport thereafter.
3. No person will be allowed to register on behalf of another person even with the original identity card or passport of that other person.
4. After registration and signing on the Attendance List, please vacate the registration area.
5. You will be given a smartcard upon verification and registration.
6. No person will be allowed to enter the meeting hall without the smartcard. A handset will be given to the shareholders and proxies once the smartcard is presented to the usher at the entrance.
7. The smartcard and handset must be returned to the usher at the door once you leave the meeting hall. Please inform the usher if you are going to the restroom in order for the usher to hold on to it. Please collect the smartcard and handset from the usher upon returning to the meeting hall.
8. The smartcard and handset must be returned to the usher at the door once the meeting ends. Failing which, you will need to pay for the cost of loss of or misplacement of the smartcard and handset.
9. The registration counters only handle verification of identity and registration. If you have any enquiries or in need of clarification, please proceed to the Help Desk.

REFRESHMENTS

1. Coffee and tea will be served at the refreshment area before the commencement of the meeting.
2. Food will be served at the refreshment area once the meeting ends at the time as directed by the Chairman.

SEATING ARRANGEMENTS FOR THE MEETINGS

1. Shareholders and proxies are free to sit anywhere they please, except for those which have been marked “Reserved”.
2. Shareholders and proxies will only be allowed to enter the meeting hall upon registration.
3. All shareholders and proxies are encouraged to be seated at least five (5) minutes before the scheduled commencement of the meeting.

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MOBILE DEVICES

Kindly switch off or turn to silent mode all mobile devices (i.e. phones/pagers/other sound-emitting devices) during the meeting to ensure smooth proceedings.

PERSONAL BELONGINGS

Kindly take care of your personal belongings. The Company will not be held responsible for any loss of items.

PARKING COUPON

1. A standing signage will be prepared to direct shareholders and proxies to the correct location to collect parking coupon.
2. **Shareholders and proxies must take note that the collection of parking coupon shall cease at 12:00 p.m.. Shareholders and proxies who fail to collect the parking coupon by 12:00 p.m. shall bear the parking charges themselves.**

VOTING PROCEDURES

1. The voting at the meeting will be conducted by way of electronic polling (“ePolling”). The Share Registrar, Boardroom Share Registrars Sdn. Bhd. is appointed as Poll Administrator to conduct the polling process and a scrutineer is appointed to verify and validate the poll results.
2. Voting via ePolling will be carried out separately for each individual resolution upon the conclusion of the deliberation.
3. All attendees of the meeting will be briefed and guided by the Poll Administrator before the commencement of the ePolling process.

ANNUAL REPORT 2020 AND CIRCULAR TO SHAREHOLDERS

The Annual Report 2020 and Circular to Shareholders dated 27 October 2020 are available on KESM Industries Berhad’s website at URL http://kesmi.com/investor-relations/general_meetings/ and Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com. Printed copies are also available for collection on a first come, first served basis from the table near the entrance of the meeting hall.