



PERMODALAN CAPITAL BHD.

Registration No.: 197101000826 (11299-A)
(Incorporate in Malaysia)

ADMINISTRATIVE GUIDE

Dear Valued Shareholders

In view of the Covid-19 outbreak, your safety remains our utmost priority. The 45th AGM of the Company will be conducted in accordance with the General Standard Operating Procedures under the Recovery Movement Control Order for the whole State of Sabah issued by Majlis Keselamatan Negeri ("MKN") and Kementerian Kesihatan Malaysia ("KKM").

Public Health Precautions and Preventive Measures

- In light of Covid-19 outbreak, we appreciate if all shareholders, proxies and invited guests could take all the necessary precautions and preventive measures as issued by the Ministry of Health when attending the 45th AGM.
- If you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, your attendance in person at the 45th AGM will be denied. You are strongly encouraged to submit your Form of Proxy prior to the 45th AGM.
- To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 45th AGM in person, the Company will also implement the following precautionary measures for the 45th AGM:
 - (a) Shareholders, proxyholders 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, you will not be allowed to enter the venue of the 45th AGM.
 - (b) Wearing a face mask in advance and throughout the 45th AGM proceedings is compulsory. Please be informed that the Company will not be providing face masks.
 - (c) We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the 45th AGM. Hand sanitiser will be provided by the Company.

Registration

- (a) Participants who will be attending the 45th AGM in person are required to pre-register themselves with the Company by providing their name, NRIC number and contact number to the Company's email at pcbshares@gmail.com not later than Thursday, 25 March 2021 at 9.00 am., otherwise the attendance of the participant in person will be denied. Participants will be notified via email once the registration is successful. This is to allow the Company to make the necessary arrangement for the 45th AGM.
- (b) Please present your original MyKad to the registration staff for verification against the pre-registration of attendance.
- (c) Please download the MySejahtera application in advance and upon verification and body temperature screening, scan the QR code for health declaration during the registration process. Please be mindful of one metre social distancing.

No Refreshment

To ensure social distancing as well as a measure to reduce the size of crowd at the 45th AGM, there will be no foods and drinks served to participants during the 45th AGM.

Voting by Proxy

If a shareholder is unable to attend the 45th AGM on 27 March 2021, he/she may appoint the Chairman as his/her proxy to attend, speak and vote in his/her stead. Please submit your Form of Proxy to the Registered Office, not later than Thursday, 25 March 2021 at 9.00 am.