



安裕資源有限公司

ANN JOO RESOURCES BERHAD

Registration No.: 199501041948 (371152-U)

ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS ON TWENTY FOURTH ANNUAL GENERAL MEETING

<p>Date and Time Tuesday, 28 July 2020 at 10.30 a.m.</p> <p>Broadcast Venue Training Room, Ground Floor of Wisma Ann Joo, Lot 19391, Batu 8 ½, Jalan Klang Lama, 46000 Petaling Jaya, Selangor Darul Ehsan</p>
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1. Mode of Meeting

In view of the Coronavirus Disease (“COVID-19”) pandemic and as part of our safety measures, the Twenty Fourth Annual General Meeting (“24th AGM”) will be conducted on a fully virtual basis through remote participation and electronic voting from the Broadcast Venue (“Online AGM”). This is in line with the Guidance Notes on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and subsequently revised on 14 May 2020 and 11 June 2020.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders will not be allowed to physically present at the 24th AGM in person at the Broadcast Venue on the day of the meeting.

2. Annual Report 2019

- Please scan the QR Code for the following documents of the Company which are also available at <https://www.annjoo.com.my>:

<p>(a) Annual Report 2019 (b) Corporate Governance Report 2019</p>  <p>SCAN HERE</p>	<p>(a) Notice of the 24th AGM (b) Proxy Form (c) Administrative Guide (d) Annual Report Requisition Form</p>  <p>SCAN HERE</p>
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- There will be no distribution of physical copies/CD-ROM of Annual Report 2019
- You may submit your request for a printed copy of the above by completing the attached Annual Report Requisition Form and either send by post or email to our Company Secretary at enquiry.cosec@annjoo.com.my. or fax to our Share Registrar at (603) 7890 4670.
- The printed copy of the Annual Report 2019 will be despatched to you by ordinary post within four (4) market days from the date of receipt of your request.

3. No Vouchers/Door Gifts

There will be NO VOUCHER(S) or door gift(s) for shareholders/proxies who participate in the 24th AGM.

4. Digital Ballot Form

- 4.1 **No shareholders should be physically present at the Broadcast Venue.** Shareholders who wish to participate the 24th AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link <https://vps.megacorp.com.my/kvwcxk> (refer to para 4.4 for further details). After the registration is validated and accepted, shareholders will be sent an email with a link to grant access to the Digital Ballot Form (“DBF”).
- 4.2 With the DBF, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board/Management of the Company) and vote during the 24th AGM, at the comfort of your home or from any location.
- 4.3 Shareholders may use the *Questions’ Pane* facility (located at the bottom of the screen) to submit questions in real time during the meeting via the Webinar solution. Shareholders may also submit questions before the meeting to AGM-support.AJR@megacorp.com.my in relation to the agenda items for the 24th AGM.

4. Digital Ballot Form (cont'd)

Procedure for DBF

- 4.4 Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Webinar session to participate and remote voting at the 24th AGM online:
- (a) Open this link <https://vps.megacorp.com.my/kwvcxK> and submit all details requested at least forty-eight (48) hours before the date of 24th AGM.
 - (b) Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to receive your DBF.
 - (c) Alternatively, you may deposit your Proxy Form with the proxy's email address and mobile phone number at the office of the Poll Administrator, Mega Corporate Services Sdn Bhd situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or submit via email at to AGM-support.AJR@megacorp.com.my.
 - (d) The Poll Administrator, Mega Corporate Services Sdn. Bhd., will email a copy of your DBF to you once they have verified your details entered in step (a) or (c) above.
 - (e) There will be explanatory notes in DBF, to guide you to register to Meeting. Voting and to post questions. Please read them for better understanding.

Record of Depositors ("ROD") for the 24th AGM

- 5.5 The date of ROD for the 24th AGM is 22 July 2020. As such, only shareholders whose name appear in the ROD as at 22 July 2020 shall be entitled to attend the 24th AGM and to participate, speak and vote thereat.

Poll Voting

- 5.6 The voting of the 24th AGM will be conducted by poll in accordance with Rule 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of this AGM, e-voting will be carried out via your digital devices (e.g. Computer /Mobile Phone). The guide to e-voting will be contained in the same email that provides the shareholder/proxy/Corporate Representative with the link to the DBF. Please read the instructions carefully and familiarize yourself with the steps needed to exercise your rights at the AGM.

- 5.7 Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the 24th AGM, the Scrutineers will verify the poll results after which the Chairman will announce the results of the resolutions.

6. Presentation at the Online AGM

Shareholders who participate the Online AGM are able to view the Company's presentation or slides via the live webstreaming.

7. Communication Guidance

Shareholders are reminded to monitor the Company's website and announcements made to Bursa Securities for any changes to 24th AGM.

8. Enquiry

If you have any enquiry prior to the meeting, please contact the following officers during office hours:

(a) Ann Joo Resources Berhad Wisma Ann Joo, Lot 19391, Batu 8½, Jalan Klang Lama 46000 Petaling Jaya, Selangor Darul Ehsan.	Contact	
	Email Telephone No. Fax No.	enquiry.cosec@annjoo.com.my 03 7877 0028 03 7876 5381
(b) Poll Administrator Mega Corporate Services Sdn Bhd Level 15-2 Bangunan Faber Imperial Court Jalan Sultan Ismail 50250 Kuala Lumpur.	Contact	
	Email Telephone No. Fax No.	AGM-support.AJR@megacorp.com.my 03 2692 4241 03 2732 5388