

ADMINISTRATIVE GUIDE

25th Annual General Meeting (AGM)

Day & Date : Wednesday, 30 September 2020
Time : 11.00 a.m.
Broadcast Venue : Tricor Business Centre, Manuka 2 & 3 Meeting Room
Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3
Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur

MODE OF MEETING

In support of the Government of Malaysia's ongoing efforts to contain the spread of Covid-19 and as part of the Group's safety measures, the 25th AGM of the Company will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the latest Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 15 July 2020, including any amendment that may be made from time to time.

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/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 25th AGM of the Company in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES (RPV)

Shareholders are to attend, speak (including posing questions to the Board of Directors of the Company (Board) via real time submission of typed texts) and vote (collectively, "participate") remotely at the 25th AGM of the Company using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (Tricor) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 25th AGM of the Company must ensure that the duly executed Proxy Forms are deposited either by hardcopy or electronic means no later than **Monday, 28 September 2020 at 11.00 a.m.** in the following manner:

- a. at **Tricor Investor & Issuing House Services Sdn Bhd**, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur; OR
- b. lodge electronically via Tricor's **TIIH Online** website at <https://tiih.online> (applicable to individual shareholders only). Please refer to the Administrative Guide for the procedures on electronic lodgement of proxy form.

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative at **Tricor Investor & Issuing House Services Sdn Bhd**, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, no later than **Monday, 28 September 2020 at 11.00 a.m.** in order to participate via RPV in the 25th AGM of the Company.

Attorneys appointed by power of attorney must deposit their power of attorney at **Tricor Investor & Issuing House Services Sdn Bhd**, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, no later than **Monday, 28 September 2020 at 11.00 a.m.** in order to participate via RPV in the 25th AGM of the Company.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at the 25th AGM of the Company via RPV must request his/her proxy to register himself/herself for RPV at Tricor's TIIH Online website at <https://tiih.online>.

As the 25th AGM of the Company is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 25th AGM of the Company using the RPV are to follow the requirements and procedures as summarised below:

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Procedure	Action
BEFORE THE DAY OF AGM	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services". Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your request	<ul style="list-style-type: none"> Registration is open from Friday, 28 August 2020 until the day of 25th AGM Wednesday, 30 September 2020. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 25th AGM to ascertain their eligibility to participate in the 25th AGM using RPV. Log in with your user ID and password and select the corporate event: "(REGISTRATION) LITRAK 25TH AGM". Read and agree to the Terms & Conditions and confirm the Declaration. Select "Register for Remote Participation and Voting". Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation has been received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 24 September 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via e-mail. <p><i>(Note: Please allow sufficient time for approval as a new user of TIIH Online as well as the registration for RPV in order for you to log into TIIH Online and participate in the 25th AGM remotely).</i></p>
ON THE DAY OF AGM	
(c) Log into TIIH Online	<ul style="list-style-type: none"> Log in with your user ID and password for remote participation at the AGM at any time from 10.30 a.m. i.e. 30 minutes before the commencement of the AGM at 11.00 a.m. on Wednesday, 30 September 2020.
(d) Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: "(LIVE STREAMING MEETING) LITRAK 25TH AGM" to engage in the proceedings of the AGM remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will try to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e) Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 11.00 a.m. on Wednesday, 30 September 2020 until a time when the Chairman announces the end of the session. Select the corporate event: "(REMOTE VOTING) LITRAK 25TH AGM" or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f) End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 25th AGM, the Live Streaming will end.

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Note to users of the RPV:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

ELECTRONIC LODGEMENT OF PROXY FORM (APPLICABLE TO INDIVIDUAL SHAREHOLDERS ONLY)

The procedures to lodge your Proxy Form electronically via Tricor's **TIH Online** website are summarised below:

Procedure	Action
(a) Register as a User with TIH Online	<ul style="list-style-type: none">• Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.• If you are already a user with TIH Online, you are not required to register again.
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of Meeting by the Company, log in with your user name (i.e. e-mail address) and password.• Select the corporate event: "Submission of Proxy Form".• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will vote or abstain as he/she thinks fit.• Review and confirm your proxy(ies) appointment.• Print proxy form for your record.

VOTING PROCEDURE

The voting at the 25th AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia's Main Market Listing Requirements.

To facilitate the voting process, the Company has appointed Tricor as the Poll Administrator to conduct the poll by way of online remote voting and Coopers Professional Scrutineers Sdn Bhd as the Scrutineers to verify the poll results. (Please refer to "Online Remote Voting" under item (e) in the table above on the procedure for online remote voting).

Upon completion of the voting session for the 25th AGM of the Company, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 25th AGM of the Company, only the Company's members whose names appear in the Record of Depositors of the Company maintained by Bursa Malaysia Depository Sdn Bhd on **24 September 2020** shall be entitled to attend the said meeting or appoint proxies to attend on their behalf.

