



## DYNACIATE GROUP BERHAD

Registration No. 200601012544 (732294-W)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

Day and Date	Time	Venue
Friday 30 April 2021	11.00 am	ME Hub Kota Damansara, 2nd Floor, 28-3, Jalan PJU 5/4, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor, Malaysia

#### MEASURES TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the constant evolving COVID-19 situation in Malaysia, the following steps will be taken for participants who will be attending the Fourteenth (14<sup>th</sup>) Annual General Meeting ("AGM") in order to minimise the risk of spreading the COVID-19 virus:

#### TEMPERATURE CHECKS, HEALTH DECLARATION FORM AND FACE MASK

- (1) All persons attending the AGM will be required to undergo a temperature check and sign a health declaration form to provide their respective travel history on whether during the last 14 days **prior to the AGM**, he / she has been travelling overseas or any red zone areas in Malaysia. The health declaration form will also be used for the purpose of contact tracing, if required.
- (2) Any person who had recent travel history as mentioned in (1) above during the said 14 days period prior to the AGM or had been in contact with a suspected or confirmed COVID-19 patient during the 14 days period prior to the AGM, irrespective of nationality, **will not be permitted** to attend the AGM.
- (3) Any person with a body temperature of more than 37.5°C and / or exhibit flu-like symptoms will not be allowed to attend the AGM. **Participants who are feeling unwell are strongly advised not to attend the AGM.**
- (4) All persons must practice proper hygiene including the use of hand sanitisers provided by the Company and are required to wear a face mask at all time.

#### SOCIAL DISTANCING AND SEATING ARRANGEMENT

- (5) To enhance social distancing measures, the seats allocated for participants at the AGM venue will be maintained at a certain distance from one another as per the guidelines and / or standing operations procedure provided by the relevant governmental and / or health authorities.

#### PRE-REGISTRATION BEFORE AGM

- (6) In order to assist the Company in managing the turnout for the AGM and to ensure compliance with the directives or guidelines on public gathering / event issued by the Malaysian Government and other relevant authorities. Shareholders / proxies / corporate representatives who wish to attend in person must pre-register with management by sending an email to [ir@dynaciategroup.com.my](mailto:ir@dynaciategroup.com.my) after the release of the Notice of Meeting. The Company reserves the right to limit the number of participants to the AGM.

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the AGM of the Company, in accordance with the guidelines and / or standing operating procedure issued by the Malaysian Government and other relevant authorities in order to minimise any risk to shareholders and others attending the AGM. The Company would like to thank all participants for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the COVID-19 pandemic. The Company may make necessary changes to the arrangements of the AGM at short notice. Do refer the Company's website at [www.dynaciategroup.com.my](http://www.dynaciategroup.com.my) and Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) for the latest updates on the status of the AGM from time to time.

#### REGISTRATION ON THE DAY OF AGM

- (7) Registration will commence at 10.00 am and will end at the time as may be determined by the Chairman of the meeting.
- (8) Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification. Please make sure your NRIC is returned to you after registration.

- (9) A polling form will be given to you thereafter. No one will be allowed to enter the meeting room without the polling form. There will be no replacement should you lose or misplace the polling form.
- (10) You may proceed to the meeting room thereafter.
- (11) Registration must be done in person. No person is allowed to register on behalf of another.
- (12) The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

#### **PROXY**

- (13) A member entitled to attend and vote in the meeting is allowed to appoint proxy. Please submit your Proxy Form in accordance with the notes and instructions printed therein.
- (14) The Proxy Form is not required if you are attending the meeting.
- (15) If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the Registration Counter to revoke the appointment of your proxy.
- (16) Please ensure that the original Proxy Form is deposited at the Company's Registered Office at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang not less than forty-eight (48) hours before the meeting time. No proof of despatch of Proxy Form will be entertained.

#### **GENERAL MEETING RECORD OF DEPOSITORS**

- (17) For the purpose of determining who shall be entitled to attend the AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **22 April 2021** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

#### **CIRCULAR**

- (18) The AR 2020 and the Circular on Proposed Renewal of RRPT are published on the Company's website at [www.dynaciategroup.com.my](http://www.dynaciategroup.com.my) and is also released on Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

#### **NO DOOR GIFTS / REFRESHMENT**

- (19) There will be no door gifts, food or beverage served at the AGM.

#### **NO RECORDING OR PHOTOGRAPHY**

- (20) No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

The Company and its subsidiary, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives or any other party arising out of or in connection with any of them being infected or suspected of being infected with COVID-19 and / or suffering any losses arising out of or in connection with attendance at the AGM and/ or measures undertaken by the Company in the Company's sole discretion in response to the COVID-19 pandemic.