



DYNACIATE GROUP BERHAD

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

EXTRAORDINARY GENERAL MEETING ADMINISTRATIVE GUIDE

Day and Date	Time	Venue
Tuesday 16 November 2021	11.00 a.m. or any adjournment thereof	ME Hub Kota Damansara, 3 rd 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 Extraordinary General Meeting of Dynaciate Group Berhad (“Company”) (“EGM”) in order to minimise the risk of spreading the COVID-19 virus:

TEMPERATURE CHECKS, HEALTH DECLARATION FORM AND FACE MASK

- (1) **Only fully vaccinated Attendees** (referring, in a collective sense, to members / proxies / management personnel / invited guests) **ARE ALLOWED** to attend the EGM.
- (2) The Attendees are required to show their fully vaccinated status through their MySejahtera app and undergo a temperature screening.
- (3) All Attendees attending the EGM will be required to undergo a temperature check at the entrance of the EGM venue and a COVID-19 test using a self-testing kit or alternatively, PT-PCR or RTK swab test at any health facility within 48 hours before the date of the EGM at their own cost. The negative results must be presented at the registration counter.
- (4) All Attendees must practice proper hygiene including the use of hand sanitisers provided by the Company and are required to wear a face mask at all times.
- (5) Attendees are advised to arrive early at the meeting venue given that the above measures may cause delay in the registration process.
- (6) Shareholders who are not able to attend the EGM are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on your behalf at the EGM. You may submit your Form of Proxy with pre-determined voting instructions for the Chairman of the Meeting to vote on your behalf. If you would like to raise any questions in relation to the Resolutions laid out in the EGM, you may email your questions to ir@dynaciategroup.com.my before **5.00 p.m. on 14 November 2021** and the Company would attend to your queries at the EGM.

SOCIAL DISTANCING AND SEATING ARRANGEMENT

- (7) To enhance social distancing measures, the seats allocated for Attendees at the EGM venue will be maintained at a certain distance from one another as per the guidelines and / or standard operations procedure issued by the Malaysian Government and / or other relevant authorities from time to time.

PRE-REGISTRATION BEFORE EGM

- (8) In order to assist the Company in managing the turnout for the EGM and to ensure compliance with the directives or guidelines on public gathering / event issued by the Malaysian Government and / or other relevant authorities, Attendees who wish to attend in person must pre-register with management by sending an email to ir@dynaciategroup.com.my to facilitate arrangements in relation to the meeting. The Company reserves the right to limit the number of participants to the EGM.

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 EGM, in accordance with the guidelines and / or standard operating procedure issued by the Malaysian Government and/or other relevant authorities in order to minimise any risk to shareholders and others attending the EGM.

The Company would like to thank all participants for their patience and co-operation in enabling us to hold our EGM with the optimum safe distancing measures amidst the COVID-19 pandemic.

The Company may make necessary changes to the arrangements of the EGM at short notice.

Do refer the Company’s website at www.dynaciategroup.com.my and Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com for the latest updates on the status of the EGM from time to time.

REGISTRATION ON THE DAY OF EGM

- (9) Registration will commence at 10.00 a.m. and will end at the time as may be determined by the Chairman of the Meeting.
- (10) Please present your original MyKad or Passport to the registration staff for verification. Please make sure your MyKad or Passport is returned to you after registration.
- (11) A polling form will be given to you thereafter. No one will be allowed to enter the meeting venue without the polling form. There will be no replacement should you lose or misplace the polling form.
- (12) You may proceed to the meeting venue thereafter.
- (13) Registration must be done in person. No person is allowed to register on behalf of another.
- (14) The registration counter will handle verification of identity, registration and revocation of proxy/proxies.
- (15) Please vacate the registration area immediately after registration.

PROXY

- (16) A member of the Company entitled to attend and vote at the EGM is allowed to appoint not more than 2 proxies. Please submit your Form of Proxy in accordance with the notes and instructions printed therein.
- (17) If you wish to attend in person, please do not submit the Form of Proxy. You will not be allowed to attend the meeting together with a proxy appointed by you.
- (18) If you have submitted your Form of Proxy prior to the EGM and subsequently decided to attend the EGM in person, please proceed to the Registration Counter to revoke the appointment of your proxy/proxies.
- (19) Please ensure that the original Form of Proxy is deposited at the Company's Registered Office at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang at least forty-eight (48) hours before the meeting time or any adjournment thereof. No proof of despatch of Form of Proxy will be entertained.

GENERAL MEETING RECORD OF DEPOSITORS

- (20) For the purpose of determining who shall be entitled to attend the EGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **8 November 2021**.
- (21) Only a depositor whose name appears on such Record of Depositors of the Company shall be eligible to attend the EGM or appoint proxy / proxies to attend and/or vote on his/her behalf.

CIRCULAR

- (22) The circular to shareholders of the Company in relation to the Proposed Acquisition of MGSB from MMAG, Proposed Settlement and Proposed New Shareholders' Mandate dated 26 October 2021 are published on the Company's website at www.dynaciategroup.com.my and is also released on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com.

NO DOOR GIFTS / REFRESHMENT

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

NO RECORDING OR PHOTOGRAPHY

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

<p>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 EGM and/ or measures undertaken by the Company in the Company's sole discretion in response to the COVID-19 pandemic.</p>
