



## **CN ASIA CORPORATION BHD**

(Registration No. 199601027090 (399442-A))

(Incorporated in Malaysia)

### **ADMINISTRATIVE NOTES**

#### **TWENTY-FIFTH (25<sup>th</sup>) ANNUAL GENERAL MEETING (“AGM” OR “MEETING”) OF CN ASIA CORPORATION BHD (“CN ASIA” OR “THE COMPANY”)**

**Date** : **Tuesday, 11 May 2021**

**Time** : **10.00 a.m.**

**Venue, Time & Place of Registration of Meeting** : **Ground Floor Office Building  
Lot 7907, Batu 11, Jalan Balakong  
43300 Seri Kembangan  
Selangor Darul Ehsan, Malaysia**

**From 9.30 a.m. onwards**

### **COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES**

The Board of Directors (“**Board**”) is cognisant of the COVID-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company’s members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company’s 25<sup>th</sup> AGM.

1. In view of the COVID-19 pandemic and further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia and to assist the Company in managing the turnout, members/proxies/corporate representatives who wish to attend the 25<sup>th</sup> AGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**Share Registrar**”, “**Tricor**”, or “**TIIH**”), via the **TIIH Online** website at <https://tiih.online> no later than **Monday, 10 May 2021 at 10.00 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this 25<sup>th</sup> AGM.

### **2. VENUE AND SEATING ARRANGEMENT**

- As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the venue.
- Social distancing would be practised at all times. Members who attend the 25<sup>th</sup> AGM should maintain at least 1 metre (3 feet) distance between themselves.
- Seats in the 25<sup>th</sup> AGM venue would be placed at least one metre (3 feet) apart from one another.

### **3. OTHER IMPORTANT INFORMATION**

- If any of the members/proxies/corporate representatives (“**Persons**”) have travelled overseas in the past 14 days or if a Person is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the 25<sup>th</sup> AGM.
- Generally, any Persons who:
  - (a) feel unwell before the 25<sup>th</sup> AGM; or
  - (b) have been placed on quarantine orders or stay-at-home notices; or
  - (c) have a travel history to certain countries/regions in the specified period preceding the 25<sup>th</sup> AGM, must not attend the 25<sup>th</sup> AGM in person, and instead are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the 25<sup>th</sup> AGM.
- For Persons who are physically attending the 25<sup>th</sup> AGM, temperature screening on each Person will be taken during registration before entering the venue of the 25<sup>th</sup> AGM.
- As a precautionary measure, the Company reserves the right to deny any Persons with body temperature of above 37.5°C entry into the 25<sup>th</sup> AGM venue.
- Any Persons attending the 25<sup>th</sup> AGM physically should wear a face mask in advance and throughout the 25<sup>th</sup> AGM and practice proper self-sanitisation, including the use of hand sanitisers.

### **4. INDIVIDUAL MEMBERS**

- All Members who intend to attend the 25<sup>th</sup> AGM in person **ARE REQUIRED TO PRE-REGISTER** with Tricor via the **TIIH Online** website (<https://tiih.online>) latest by **Monday, 10 May 2021 at 10.00 a.m.** Kindly refer to the Pre-Register procedures below.

Members who are unable to attend the 25<sup>th</sup> AGM and who wish to exercise their votes are encouraged to appoint the Chairman of the meeting to vote on your behalf by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

### **5. CORPORATE MEMBERS**

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 25<sup>th</sup> AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than **Monday, 10 May 2021 at 10.00 a.m.**
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Monday, 10 May 2021 at 10.00 a.m.** to attend and vote at the 25<sup>th</sup> AGM.
- **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 25<sup>th</sup> AGM must request his/her proxy/attorney/corporate representative to submit their Pre-Registration at TIIH Online website at <https://tiih.online>.**
- If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 25<sup>th</sup> AGM, you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

## 6. PRE-REGISTER PROCEDURES

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 25<sup>th</sup> AGM are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “<b>e-Services</b>” select “<b>Create Account by Individual Holder</b>” Refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that remote participation is available for registration at TIIH Online.</li></ul>
(b)	Pre-register your attendance to attend AGM	<ul style="list-style-type: none"><li><b>Registration is open from 10.00 a.m. Monday, 12 April 2021 up to 10.00 a.m. Monday, 10 May 2021.</b></li><li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) CN ASIA 25TH AGM</b>”.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Insert the CDS account number and indicate the number of shares.</li><li>Submit to register your physical attendance.</li><li>System will send an <b>e-mail to notify</b> you that your registration to attend the AGM physically is received and will be verified.</li><li>After verification of your registration against the Record of Depositors as at <b>28 April 2021</b>, the system will send you an <b>e-mail to notify</b> you if your registration is approved or rejected.</li></ul>

## 7. PROXY

- If you are unable to attend the meeting on 11 May 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- You may also submit the Proxy Form electronically via the **TIIH Online** website at <https://tiih.online> no later than **Monday, 10 May 2021 at 10.00 a.m.** Please do read and follow the procedures to submit the Proxy Form electronically below.

- You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or, alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 25<sup>th</sup> AGM or any adjournment thereof, at which the person named in the instrument proposed to vote or, in the case of a poll, not less than twenty-four (24) hours before the time for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.

## **8. ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

	<b>Procedure</b>	<b>Action</b>
<b>i.</b>	<b><u>Steps for Individual Members</u></b>	
(a)	Register as a User with Tricor’s TIIH Online website	<ul style="list-style-type: none"> <li>Using your computer, please access Tricor’s <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user of Tricor’s <b>TIIH Online</b> website, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, log in with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>“CN ASIA 25TH AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the proxy form for your record.</li> </ul>
<b>ii.</b>	<b><u>Steps for corporation or institutional members</u></b>	
(a)	Register as a User with Tricor’s TIIH Online website	<ul style="list-style-type: none"> <li>Access Tricor’s <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> </ul>

		<ul style="list-style-type: none"> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional member must register as a user first in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
(b)	Proceed with submission of proxy form	<ul style="list-style-type: none"> <li>Login to Tricor's <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate exercise name: <b>"CN ASIA 25TH AGM – SUBMISSION OF PROXY FORM"</b>.</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Submit the proxy appointment file.</li> <li>Login to Tricor's <b>TIIH Online</b> website, select corporate exercise name: <b>"CN ASIA 25TH AGM – SUBMISSION OF PROXY FORM"</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## 9. POLL VOTING

- The Voting at the 25<sup>th</sup> AGM will be conducted by-poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements.
- During this 25<sup>th</sup> AGM, the Poll Administrator will brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- Upon completion of the voting session for the 25<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## 10. REGISTRATION

- Registration will start at 9.30 a.m. on **11 May 2021** at Ground Floor Office Building, Lot 7907, Batu 11, Jalan Balakong, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia.
- Please present your original MyKad/passport to the registration staff for verification.
- Upon verification, you are required to write your name, mobile contact and sign the Attendance list placed on the registration table.
- You will be given a personalised voting slip to vote at this 25<sup>th</sup> AGM.

- No person will be allowed to register on behalf of another person even with the original Mykad/passport of the other person.

#### **11. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only a depositor whose name appears on the ROD as at **28 April 2021** shall be entitled to attend, speak and vote at the 25<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

#### **12. HELP DESK**

- Please proceed to the Help Desk for any clarification or queries apart from registration details.
- The Help Desk will also handle the revocation of the proxy’s appointment.

#### **13. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT**

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the 25<sup>th</sup> AGM to ensure social distancing and as a measure to reduce crowds in accordance with the COVID-19 guidelines by the Ministry of Health.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

#### **14. ANNUAL REPORT 2020**

- The Company’s Annual Report 2020 is available at the Company’s website at <https://www.cnasia.com/investor-relations/quarterly-reports/>;
- You may request for a printed copy of the Annual Report 2020 at <https://tjih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”. Nevertheless, we hope that you would consider the environment before you decide to request the printed copy.

#### **15. RECORDING OR PHOTOGRAPHY**

By participating at the 25<sup>th</sup> AGM, you agree that no part of the 25<sup>th</sup> AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

#### **16. ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

##### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299  
 Fax Number : +603-2783 9222  
 Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
 Contact Persons : Mr. Jake Too : +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)  
                       : Ms. Vivien Khoh : +603-2783 9091 / Email : [Vivien.Khoh@my.tricorglobal.com](mailto:Vivien.Khoh@my.tricorglobal.com)  
                       : Mr. Alven Lai : +603-2783 9283 / Email : [Siew.Wai.Lai@my.tricorglobal.com](mailto:Siew.Wai.Lai@my.tricorglobal.com)