



**CN ASIA CORPORATION BHD**  
(Registration No. 199601027090 (399442-A))  
(Incorporated in Malaysia)

#### **ADMINISTRATIVE NOTES FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

Day and Date : Friday, 9 December 2022  
Time : 9.30 a.m.  
Venue : Office Building, Lot 7907, Batu 11, Jalan Balakong, 43300 Seri Kembangan,  
Selangor Darul Ehsan, Malaysia

---

#### **MEASURES TO MINIMISE RISKS OF CORONAVIRUS DISEASE 2019 (“COVID-19”) INFECTION**

In view of the COVID-19 situation, the following steps will be taken for shareholders, proxies and others who will be attending the EGM in order to minimize the risks of spreading the COVID-19 virus:

1. Any person who had recent travel history to overseas during the last 14 days prior to the EGM or has been in contact with a suspected or confirmed COVID-19 patient during the last 14 days prior to the EGM, are strongly advised not to attend the EGM.
2. Any person with a body temperature of above 37.5 degrees Celsius and/or who exhibits flu-like symptoms will not be allowed to attend the EGM. Shareholders/proxies who are feeling unwell are strongly advised not to attend the EGM.
3. All persons must practice proper hygiene including the use of hand sanitizer and must wear a face mask before entering into the meeting venue.
4. To enhance social distancing measures, the seats allocated for shareholders/proxies at the EGM venue will be maintained at a certain distance from one another.
5. In view of the COVID-19 outbreak, physical attendance at the EGM may present a risk to the shareholders. As such, shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the EGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
6. Shareholders are advised to check the Company’s website at <https://www.cnasia.com> and Bursa’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) from time to time for any changes to the administration of the EGM that may be necessitated by changes to the directives, safety and precautionary requirements and NOTESlines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

#### **INDIVIDUAL MEMBERS**

1. All Members who intend to attend the EGM in person **ARE REQUIRED TO PRE-REGISTER** with Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**Share Registrar**”, “**Tricor**”, or “**TIIH**”) via **TIIH Online** website at <https://tiih.online> no later than **Thursday, 8 December 2022 at 9.30 a.m.** Kindly refer to the Pre-Register procedures below.
2. Alternatively, members who are unable to attend the EGM and who wish to exercise their votes are encouraged to appoint proxy or Chairman of the meeting to attend and vote on your behalf at the EGM by indicating the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

## CORPORATE MEMBERS

1. Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the EGM must deposit their original or duly certified certificate of appointment of corporate representative to the Company's Share Registrar no later than **Thursday, 8 December 2022 at 9.30 a.m.**
2. Attorneys appointed by power of attorney are required to deposit their power of attorney to the Company's Share Registrar no later than **Thursday, 8 December 2022 at 9.30 a.m.** to attend and vote at the EGM.
3. **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the EGM must request his/her proxy/attorney/corporate representative to submit their Pre-Register at TIIH Online website at <https://tiih.online>.**
4. If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the EGM, you may appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

## PRE-REGISTRATION BEFORE EGM

In order to assist the Company in managing the turnout for the EGM, the Company reserves the right to limit the number of participants to the EGM. Members/proxies/corporate representatives/attorneys who wish to attend in person must pre-register with the Company's Share Registrar by following the requirements and procedures as summarised as below: -

Procedure		Action
<b>BEFORE EGM 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 "e-Services". Refer to the tutorial NOTES 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 the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your PRE-REGISTER to attend EGM	<ul style="list-style-type: none"> <li>• <b>Pre-Registration is open from 10.00 a.m. Thursday, 24 November 2022 up to Thursday, 8 December 2022 at 9.30 a.m..</b></li> <li>• Login with your user ID and password and select the corporate event: <b>"(REGISTRATION) CN ASIA 2022 EGM"</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> that your registration to attend the AGM physically is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at <b>1 December 2022</b>, the system will send you an <b>e-mail after 8 December 2022 to approve or reject</b> your registration for pre-register to attend the EGM.</li> </ul>

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 of the Company, to minimise any risk to shareholders and others attending the EGM.

## REGISTRATION ON THE DAY OF EGM

1. Registration will commence at **9.00 a.m.** and shall remain open until the conclusion of the EGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.
2. Please present your original National Registration Identity Card (NRIC) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.
3. Upon verification and registration:
  - (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
  - (b) if you are attending the EGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband; and
  - (c) no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
  - (d) a polling form will be given to you thereafter. There will be no replacement should you lose or misplace the polling form.
  - (e) you may proceed to the meeting venue thereafter.
4. Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
5. The registration counters will only handle verification of identity, registration and revocation of proxy/ proxies. If you have other queries, please proceed to the Help Desk.

## NO DOOR GIFTS / REFRESHMENT

No door gift, food or beverage served at the EGM.

## PARKING

Subject to availability.

## GENERAL MEETING RECORD OF DEPOSITORS

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 **1 December 2022** and only a depositor whose name appears on such Record of Depositors shall be eligible to attend the EGM.

## PROXY

1. A member of the Company entitled to attend and vote at the EGM is entitled to appoint another person as his proxy to exercise all or any of his rights to attend, participate, speak and vote in his stead. If you are unable to attend the EGM and wish to appoint proxy or Chairman of the Meeting to attend and vote on your behalf, please submit your Form of Proxy in accordance with the notes and instructions printed therein.
2. You may submit the Form of Proxy electronically via **TIIH Online** website at <https://tiih.online> no later than **Thursday, 8 December 2022 at 9.30 a.m.** Please do read and follow the procedures to submit Form of Proxy electronically below.
3. Otherwise, please ensure that the **Original Form of Proxy** is deposited with the Company's Share Registrar situated at Unit 32-01, Level 32, Tower A, Vertical Business Suite Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than twenty-four (24) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid. No proof of despatch of Form of Proxy will be entertained.
4. The Form of Proxy is not required if the member decided to attending the meeting.

5. If you have submitted your Form of Proxy 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/proxies.

## ELECTRONIC LODGMENT OF PROXY FORM

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

Procedure	Action
<b>i. <u>Steps for Individual Shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiah.online">https://tiah.online</a>. Register as a user under the "e-Services" select "<b>Create Account by Individual Holder</b>". Please do refer to the tutorial NOTES posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: "<b>CN ASIA 2022 EGM - SUBMISSION OF PROXY FORM</b>".</li> <li>Read and agree to the Terms and 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>Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the form of proxy for your record.</li> </ul>
<b>ii. <u>Steps for Corporate or Institutional shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder 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> <li>Proceed to activate your account with the temporary password given in the email and reset your own password.</li> </ul>
	Note: The representative of a corporate or institutional shareholder must register as a user 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.

Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate event: <b>CN ASIA 2022 EGM - SUBMISSION OF PROXY FORM</b>".</li> <li>▪ Read and agree to the Terms &amp; Conditions and confirm the 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>▪ 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>
--	--

## NO RECORDING OR PHOTOGRAPHY

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

## ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd		
Telephone Number	General Line	603-2783 9299
Contact Person	Mr Jake Too	603-2783 9285 Chee.onn.too@my.tricorglobal.com
	En Aiman Nuri	603-2783 9262 Muhamad.Aiman@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>	