



## Astino Berhad

(200001020478)(523085-X)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

#### 20<sup>TH</sup> ANNUAL GENERAL MEETING OF ASTINO BERHAD

Date	: Friday, 22 January 2021
Time	: 10.30 a.m.
Venue of Meeting	: Iconic 4, Level 7, Iconic Hotel, 71, Jalan Icon City, Icon City, 14000 Bukit Mertajam, Penang
Time & Place of Registration	: From 9.15 a.m. onwards Iconic 4, Level 7, Iconic Hotel, 71, Jalan Icon City, Icon City, 14000 Bukit Mertajam, Penang

#### 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 20<sup>th</sup> Annual General Meeting (“**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, members/proxies/corporate representatives who wish to attend the 20<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 **Wednesday, 20 January 2021 at 10.30 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this 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.
- In order to assist the Company in managing the turnout for the 20<sup>th</sup> AGM, members/proxies/corporate representatives are required to pre-register with the Company’s Share Registrar, via the **TIIH Online** website at <https://tiih.online>, if the members/proxies/corporate representatives wish to attend the 20<sup>th</sup> AGM in person.
- Social distancing would be practised at all times. Members who attend the 20<sup>th</sup> AGM should maintain at least 1 metre (3 feet) distance between him/herself.
- Seats in the 20<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 to China (including mainland China, SAR Hong Kong, SAR Macau and Taiwan), Italy, Iran, Korea, Japan and other affected countries 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, diarrhea 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 AGM.
- Generally, any Persons who:
  - (a) feel unwell before the 20<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 20<sup>th</sup> AGM, as announced by the Ministry of Health, must not attend the 20<sup>th</sup> AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the AGM.
- For Persons who are physically attending the 20<sup>th</sup> AGM, temperature screening on each Person will be taken during registration and the Persons will be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the venue of the 20<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 20<sup>th</sup> AGM venue.
- Any Persons attending the 20<sup>th</sup> AGM physically should wear a face mask in advance and throughout the 20<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 20<sup>th</sup> AGM in person **ARE REQUIRED TO PRE-REGISTER** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by **Wednesday, 20 January 2021 at 10.30 a.m.** Kindly refer to the Pre-Register procedures below.

Members who are unable to attend the AGM and who wished 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 20<sup>th</sup> AGM, must deposit their original or duly certified certificate of appointment of corporate representative to the Company’s Registered Office not later than **Wednesday, 20 January 2021 at 10.30 a.m.**
- Attorneys appointed by power of attorney are required to deposit their power of attorney to the Company’s Registered Office not later than **Wednesday, 20 January 2021 at 10.30 a.m.** to attend and vote at the 20<sup>th</sup> AGM.
- **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 20<sup>th</sup> AGM must request his/her proxy/attorney/corporate representative to submit their Pre-Register 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 20<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 20<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 “e-Services”. 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 the remote participation is available for registration at TIIH Online.</li></ul>
(b)	Submit your PRE-REGISTER to attend AGM	<ul style="list-style-type: none"><li><b>Registration is open from 10.00 a.m. Monday, 30 November 2020 up to 10.30 a.m. Wednesday, 20 January 2021.</b></li><li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) ASTINO 20TH 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> 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>14 January 2021</b>, the system will send you an <b>e-mail to notify</b> if your registration is approved or rejected.</li></ul>

## 7. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the 20<sup>th</sup> AGM in order 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.

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

Only a depositor whose name appears on the ROD as at **14 January 2021** shall be entitled to attend, speak and vote at the 20<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

## 9. PROXY

- If you are unable to attend the meeting on 22 January 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

- You may submit your Proxy Form to the Company's Registered Office. However, please ensure that the **Original Proxy Form** is deposited at the Company's Registered Office at Suite 12-A, Level 12, Menara Northam, No. 55, Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang not less than forty-eight (48) hours before the time stipulated for holding the 20<sup>th</sup> AGM or adjournment thereof, otherwise the Proxy Form shall not be treated as valid.
- You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 20 January 2021 at 10.30 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

## **10. 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>
(a)	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://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do 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.</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, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: "<b>ASTINO 20TH 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>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</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 Proxy Form for your record.</li> </ul>

## **11. POLL VOTING**

- The Voting at the 20<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- During this AGM, the Chairman 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 20<sup>th</sup> AGM, the scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **12. ANNUAL REPORT 2020**

- The Company's Annual Report 2020 is available at the Company's website at <http://www.astino.com.my>.
- You may request for a printed copy of the Annual Report 2020 at <https://tiih.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 for the printed copy.

## **13. REGISTRATION**

- Registration will start at 9.15 a.m. in Iconic 4, Level 7, Iconic Hotel, 71, Jalan Icon City, Icon City, 14000 Bukit Mertajam, Penang.
- 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 an identification wristband for the purpose of voting at this AGM.
- You must wear the identification wristband throughout the AGM as no person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
- If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.
- No person will be allowed to register on behalf of another person even with the original MyKad/passport of the other person.

## **14. HELP DESK**

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

## **15. RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the 20<sup>th</sup> AGM is allowed.

## **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)

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