

ADMINISTRATIVE DETAILS

FOR THE EXTRAORDINARY GENERAL MEETING

Date:	Time:	Venue:
Tuesday, 15 September 2020	10:00 am	George Kent Technology Centre 1115, Jalan Puchong, Taman Meranti Jaya, 47120, Puchong, Selangor Darul Ehsan.

SAFEGUARD MEASURES DUE TO COVID-19 OUTBREAK

- (i) Pursuant to the standard operating procedure “SOP Am Pelaksanaan Majlis Kerajaan dan Swasta” issued by the Malaysian National Security Council on 16 June 2020 and revised on 15 July 2020,
- (a) Patient under Investigation (“PUI”) and Person under Surveillance (“PUS”) are not allowed to attend the EGM;
 - (b) all persons attending the EGM must register via the MySejahtera App by scanning the QR code or for those who do not have smartphone, to record their details manually;
 - (c) all persons attending the EGM will be required to undergo a temperature check. Any person with a body temperature of more than 37.5 degrees Celsius and/or exhibit flu-like symptoms will not be allowed to attend the EGM;
 - (d) all persons must take all necessary safety and precautionary measures such as to wear face mask and use of hand sanitisers provided by the Company before entering the EGM venue. All participants are strongly advised to wear face mask throughout the duration of the meeting; and
 - (e) all persons attending the EGM must comply with the social distancing requirement at all time, to maintain at least one meter distance between each other.
- (ii) Shareholders/proxies who are feeling unwell are strongly advised not to attend the EGM.
- (iii) The Company reserves the right to limit the total number of physical attendees at the meeting hall, in compliance with the social distancing requirements. The entrance to the main meeting hall is based on first-come-first-serve basis. In the event the number of physical attendees exceed the maximum number of seats available in the main meeting hall, we have arranged for additional seats in the Atrium area outside the main meeting hall with facilities to view and participate in the proceedings of the EGM.
- (iv) Shareholders can appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the EGM. Shareholders may submit their proxy forms with predetermined voting instructions for the Chairman to vote on their behalf.
- (v) Shareholders are allowed to submit their questions in relation to our Circular to Shareholders via email at cosec@johanholdings.com.my. Shareholders shall provide their full name, NRIC/passport number and the number of shares held in the Company for the purpose of verification of their identity.

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, 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 EGM. The Company may be required to change the EGM arrangements at short notice and will notify shareholders of these changes. Kindly check the Company’s website from time to time for the latest updates on the status or changes to the EGM arrangement.

JOHAN HOLDINGS BERHAD

Registration No. 192001000038 (314-K)

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REGISTRATION

1. Registration will start at 9.00 a.m.
2. Please produce your original National Registration Identity Card (NRIC) or Passport (applicable for foreigners) at the registration counter for verification. Kindly ensure you collect your NRIC/Passport upon completion. No photocopies will be accepted.
3. You are not allowed to register on behalf of another person, even with the original NRIC or Passport of that other person.
4. Upon verification, you are required to sign the Record of Attendance.
5. Upon registration, you will be given one (1) barcoded wristband. One (1) electronic voting keypad will be distributed before you enter the meeting venue. This electronic voting keypad must be returned to the registration counter at the conclusion of the meeting.
6. If you are attending the meeting as Shareholder as well as Proxy, you will be registered once and will be given only one (1) barcoded wristband and one (1) electronic voting keypad.
7. You must wear the barcoded wristband throughout the meeting, as no person will be allowed to enter the meeting venue without the barcoded wristband. Please ensure that you keep the barcoded wristband in your safe custody as there will be no replacement in the event that the barcoded wristband and/or electronic voting keypad are misplaced.

ENTITLEMENT TO ATTEND AND VOTE

8. Only Members whose names appear in the Record of Depositors as at 5.00 p.m. on 7 September 2020 (General Meeting Record of Depositors) shall be entitled to attend and vote at the meeting in respect of the number of shares registered in their name at that time.

PROXY

9. If you are a Member of the Company at the time set out above, you are entitled to appoint not more than two (2) proxies (who need not be Members of the Company) to exercise all or any of your rights to attend, speak and vote at the meeting.
10. Where a Member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“Omnibus Account”), there is no limit to the number of proxies which the exempt authorised nominees may appoint in respect of each Omnibus Account it holds.
11. To appoint a proxy, the originally signed Form of Proxy must be delivered to the registered office of the Company at 11th Floor, Wisma E&C, No. 2 Lorong Dungun Kiri, Damansara Heights, 50490 Kuala Lumpur before 10.00 a.m., 13 September 2020, which is not less than forty-eight (48) hours before the time stipulated for holding the meeting.
12. In the case of a member which is a company, the Form of Proxy must be executed either under its Common Seal or under the hand of any officer or attorney duly authorised.

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REVOCAION OF PROXY

13. If you wish to appoint a proxy, please note that a proxy may be revoked by:
- a) The attendance of the appointor at the meeting and exercising his/her voting rights at the meeting personally, which will automatically revoke the proxy;
 - b) A notice of revocation by the appointor of the Form of Proxy served at the registered office of the Company at 11th Floor, Wisma E&C, No. 2 Lorong Dungun Kiri, Damansara Heights, 50490 Kuala Lumpur before 10.00 a.m., 13 September 2020;
 - c) The appointor appointing a new proxy by depositing a new Form of Proxy at the registered office of the Company in favour of another person before 10.00 a.m., 13 September 2020; or
 - d) The appointor ceasing to be on the Record of Depositors as at 7 September 2020.

CORPORATE MEMBER

14. Any corporate member who wishes to appoint a representative instead of a proxy to attend this meeting should lodge the certificate of appointment under the seal of the corporation, at the registered office of the Company at 11th Floor, Wisma E&C, No. 2 Lorong Dungun Kiri, Damansara Heights, 50490 Kuala Lumpur before 10.00 a.m., 13 September 2020.