

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”) OF COMPUTER FORMS (MALAYSIA) BERHAD

Date : **Friday, 23 July 2021**

Time : **10.30 a.m.**

Online Meeting Platform : **TIIH Online website at <https://tiih.online>**

MODE OF MEETING

In view of the COVID-19 pandemic, the EGM of Computer Forms (Malaysia) Berhad will be conducted in a fully virtual manner through live streaming from the online meeting platform and online remote voting using the Remote Participation and Voting Facilities (“RPV”).

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to participate, communicate by posing questions to the Board of Directors (“**Board**”) via real time submission of typed texts and vote remotely at the EGM using the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its TIH Online website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the EGM must ensure that the duly executed proxy forms are deposited either in a hard copy form or by electronic means to Tricor no later than **Wednesday, 21 July 2021 at 10.30 a.m.**.

Authorised representatives of corporate members must deposit their original certificate of appointment of authorised representative to Tricor no later than **Wednesday, 21 July 2021 at 10.30 a.m.** to participate via RPV in the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor no later than **Wednesday, 21 July 2021 at 10.30 a.m.** to participate via RPV in the EGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at the EGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIH Online website at <https://tiih.online>.

As the EGM will be conducted in a fully virtual manner, members who are unable to participate in the EGM may appoint the Chairman of the EGM as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Shareholders/ proxies/ authorised representatives/ attorneys who wish to participate in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure		Action
BEFORE THE DAY OF EGM		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer/smart phone, access the website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
2.	Submit your Registration for RPV	<ul style="list-style-type: none"> Registration is open from Thursday, 8 July 2021 until the day of EGM on Friday, 23 July 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV. Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) CFM EGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the EGM Record of Depositors as at 16 July 2021, the system will send you an e-mail after 21 July 2021 to approve your registration for remote participation, and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV)</i></p>
ON THE DAY OF EGM		
3.	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.30 a.m. i.e. 1 hour before the commencement of the EGM on Friday, 23 July 2021 at 10.30 a.m.
4.	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) CFM EGM” to engage in the proceedings of the EGM remotely. If you have any question for the Chairperson/Board, you may use the query box to transmit your question. The Chairperson/Board will endeavor to respond to relevant questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
5.	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.30 a.m. on Friday, 23 July 2021 until a time when the Chairperson announces the completion of the voting session of the EGM. Select the corporate event: “(REMOTE VOTING) CFM EGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
6.	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the EGM, the live streaming will end.

Notes to users of the RPV:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616/011-40803168/011-40803169/011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as the Poll Administrator to undertake the polling process at the EGM.

Shareholders/ proxies/ corporate representatives/ attorneys can proceed to vote on the resolutions at any time from **10.30 a.m. on Friday, 23 July 2021** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (5) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the EGM, the Scrutineer will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

ELECTRONIC LODGEMENT OF PROXY FORM

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

Procedure		Action
Steps for Individual Shareholders		
1.	Register as a User with TIIH Online	<ul style="list-style-type: none">• Using your computer/smart phone, please access the website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holders”. Please do refer to the tutorial guide posted on the homepage for assistance.• If you are already a user with TIIH Online, you are not required to register again.
2.	Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.• Select the corporate event: “CFM EGM - SUBMISSION OF PROXY FORM”.• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.• Review and confirm your proxy(ies) appointment.• Print proxy form for your record.

Steps for Corporation or Institutional Shareholders		
1.	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>Note: The representative of a corporation 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 Poll Administrator if you need clarifications on the user registration.</i></p>
2.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online • Select the corporate exercise name: “CFM EGM - SUBMISSION OF PROXY FORM” • Agree to the Terms & Conditions and Declaration. • Proceed to download the file format for “SUBMISSION OF PROXY FORM” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online, select corporate exercise name: “CFM EGM - SUBMISSION OF PROXY FORM” • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

NO DOOR GIFT/ REFRESHMENT VOUCHER

There will be no door gifts or refreshment vouchers for attending the EGM.

The Board of Directors of the Company would like to thank all its shareholders for their co-operation and understanding in these challenging times.

NO RECORDING/ PHOTOGRAPHY

Unauthorized recording and photography are strictly prohibited at the EGM.

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 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
 Contact persons : Mr Cheng Kang Shaun
 +603-2783 9241 (Kang.Shaun.Cheng@my.tricorglobal.com)
 En Ahmad Syafiq bin Shahrudin
 +603-2783 9248 (Ahmad.Syafiq@my.tricorglobal.com)