



PARAGON GLOBE BERHAD

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(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SEVENTY FIFTH ANNUAL GENERAL MEETING (75th AGM)

Date : 12 September 2022 (Monday), 10.00 a.m.
Venue : Level 2, Grand Paragon Hotel,
No. 18, Jalan Harimau,
Taman Century,
80250 Johor Bahru,
Johor, Malaysia.

MODE OF MEETING

The Seventy-Fifth Annual General Meeting (“75th AGM”) of the Company will be held at Level 2, Grand Paragon Hotel, No. 18, Jalan Harimau, Taman Century, 80250 Johor Bahru Johor, Malaysia on Monday, 12 September 2022 at 10.00 a.m.

PRE-REGISTRATION TO ATTEND THE 75th AGM

Shareholders are required to register ahead of the 75th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities.

Please do read and follow the following procedures to pre-register your physical attendance at the 75th AGM via the TIIH Online website at <https://tiih.online>.

1. Login to TIIH Online website with your user’s name (i.e. e-mail address) and password under the “e-Services”.
2. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
3. Select the corporate event: “**(REGISTRATION) PARAGON GLOBE BERHAD 75th AGM**”.
4. Read and agree to the Terms & Conditions and confirm the Declaration.
5. Select “Register for Physical Attendance at Meeting Venue”.
6. Review your registration and proceed to register.
7. System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
8. After verification of your registration against the General Meeting Records of Depositors as at 5 September 2022, the system will send you an e-mail on 10 September 2022 to approve or reject your registration to attend physically at the Meeting Venue.

REGISTRATION AT THE 75th AGM

1. Registration starts at 9.30 a.m. at the Level 2 of Grand Paragon Hotel.
2. Please read the signage/display board to ascertain the registration area to register yourself for the Annual General Meeting ("AGM") and join the queue accordingly.
3. Please produce your ORIGINAL Identification Card ("NRIC") or Passport (for foreign shareholder) during the registration for verification purpose.
4. Only original NRIC or Passport is valid for registration.
5. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original NRIC or Passport of that other shareholder/proxy. Please make sure you collect your NRIC or Passport after registration.
6. After the registration and signing on the Attendance List, please vacate the registration area.
7. The registration counters will only handle the verification of shareholdings and registration for the AGM.

REGISTRATION HELP DESK

1. Registration Help Desk is located in front of Level 2 of Grand Paragon Hotel.
2. You may proceed to the Registration Help Desk for any clarification or query on registration matters.

ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

1. Only members whose names appear on the Record of Depositors as at 5 September 2022 shall be eligible to attend, speak and vote at the 75th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
2. A member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
3. If you wish to participate in the AGM yourself, please do not submit any Proxy Form for the 75th AGM. You will not be allowed to participate in the 75th AGM together with a proxy appointed by you. The lodging of the Form of Proxy will not preclude you from participating and voting at the AGM should you subsequently decide to do so.
4. Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/ attorney for the 75th AGM shall be deposited or submitted in the following manner not later than Saturday, 10 September 2022 at 10.00 a.m.:

i. IN HARD COPY FORM

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

ii. BY ELECTRONIC MEANS

The Proxy Form can be electronically lodged with the Share Registrar via TIIH Online. Please do read and follow the procedures below to submit proxy form electronically.

PROCEDURE FOR ELECTRONIC LODGMENT OF PROXY FORM

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

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please 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.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. Select the corporate event: “PARAGON GLOBE BERHAD 75th AGM - SUBMISSION OF PROXY FORM”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the form of proxy for your record.
ii. Steps for Corporate or Institutional Shareholders	
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 corporate 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 email 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>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.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online. Select the corporate event: “PARAGON GLOBE BERHAD 75th AGM - 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. Login to TIIH Online, select corporate event: “PARAGON GLOBE BERHAD 75th AGM - 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.

POLL VOTING

1. The voting at the 75th AGM 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 Sky Corporate Services Sdn Bhd as Poll Administrator to conduct the polling process.
2. Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 75th AGM at 10.00 a.m. on 12 September 2022 but before the end of the voting session which will be announced by the Chairman of the meeting.
3. Upon completion of the voting session for the 75th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

SEATING ARRANGEMENT FOR THE AGM

1. Free Seating.
2. All shareholders/proxies will be allowed to enter the meeting hall from 9.30 a.m. onwards.
3. All shareholders/proxies are encouraged to be seated at least five (5) minutes before the commencement of the AGM at 10.00 a.m.

MOBILE DEVICES

Please ensure that all mobile devices i.e. phones/pagers/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

NO SMOKING POLICY

A no smoking policy is maintained inside the hotel. Your cooperation is much appreciated.

NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 75th AGM.

PERSONAL BELONGINGS

Please take care of your personal belongings. The Company will not be held responsible for any item that has gone missing resulted in any monetary losses.

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
Contact persons : Cik Nur Qaisara Naaila
+603-2783 9272
(Nur.Qaisara.Naaila@my.tricorglobal.com)
Puan Nor Faeayzah
+603-2783 9274
(Nor.Faeayzah@my.tricorglobal.com)