



ADMINISTRATIVE GUIDE FOR THE SEVENTY SIXTH ANNUAL GENERAL MEETING (“76th AGM”)

Day and Date : Wednesday, 30 August 2023
Time : 10.00 a.m.
Venue : Level 2, Grand Paragon Hotel
No. 18, Jalan Harimau
Taman Century
80250 Johor Bahru
Johor, Malaysia

SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (“COVID-19”) OUTBREAK

The health and safety of the attendees at the 76th AGM of Paragon Globe Berhad (“PGB” or “Company”) are our main priority. Hence, the following precautionary measures will be taken for the conduct of the 76th AGM:

1. Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or home surveillance orders or have come into close contact with someone with suspected or confirmed COVID-19, are advised to refrain from attending the 76th AGM in person.
2. To attend the 76th AGM, a person is required:
 - (i) To be fully vaccinated (as defined in the standard operating procedures of National Recovery Plan published on the website of Malaysian National Security Council).
 - (ii) Have not tested positive for COVID-19 and have not undergone isolation during 76th AGM.
 - (iii) To be asymptomatic.
 - (iv) All shareholders/proxies/corporate representatives are encouraged to wear face masks throughout the event.
3. Shareholders/proxies/corporate representative are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine and other health and safety precautions from time to time.
4. Shareholders/proxies/corporate representatives are advised to check the Company’s website at <https://pgbgroup.com.my/> and Bursa’s announcement(s) from time to time for any changes to the 76th AGM arrangement.

REGISTRATION

The registration counter will be open at 9.00 a.m. on Wednesday, 30 August 2023. Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter.

Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person. Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given the voting slip for voting purposes.

PROXY

The appointment of proxy may be made in hard copy form or by electronic form. In case of an appointment made in hard copy form, the Form of Proxy must be deposited with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") 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 or electronic lodgment via TIIH Online at <https://tiih.online> not later than Monday, 28 August 2023 at 10.00 a.m.

You may also submit the Form of Proxy electronically via TIIH Online website at <https://tiih.online>, not less than forty-eight (48) hours before the time appointed for holding the 76th AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid. Please do read and follow the procedures below to submit Form of Proxy electronically.

ELECTRONIC LODGMENT OF FORM OF PROXY

The procedures to lodge your Form of Proxy 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 76th 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.

Procedure	Action
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://tiah.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 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 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://tiah.online. ▪ Select the corporate event: “PARAGON GLOBE BERHAD 76th AGM - SUBMISSION OF PROXY FORM” ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “Submission of Form of Proxy” 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 76th 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.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 76th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **24 August 2023** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

POLL VOTING

The voting at the 76th 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 Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the polling process.

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions upon the conclusion of the deliberations of all businesses transacted at the 76th AGM. The registration for the attendance will be closed, to facilitate commencement of the poll.

Upon completion of the voting session for the 76th AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 76th AGM.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 76th AGM proceedings is allowed without prior written permission of the Company.

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 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	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Ms Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	