



## LAM SOON (M) BERHAD [198201004526 (84273-H)]

### Administrative Notes on 38<sup>th</sup> Annual General Meeting

Meeting Platform : <https://web.lumiagm.com/>  
Day and Date : Wednesday, 26 August 2020  
Time : 3.00 p.m.  
Broadcast Venue : Symphony Square Auditorium, 3A Floor, No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

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Dear Shareholders,

In view of the COVID-19 outbreak and as part of the safety measures, the Company's 38<sup>th</sup> Annual General Meeting ("AGM") will be conducted entirely through live streaming from the Broadcast Venue as the safety of our Members, Directors, Staff and other Stakeholders attending the AGM is of paramount importance to us.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairperson of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

### Digital Copies of Annual General Meeting Documents

As part of our commitment to reduce paper usage, the following documents are available on our website at [www.lamsoon.com.my](http://www.lamsoon.com.my)

1. Annual Report 2019
2. Notice of the 38<sup>th</sup> AGM and Proxy Form
3. Administrative Notes for Shareholders
4. Request Form #

# Should you require a printed copy of the above documents, please complete the Request Form and send it to Boardroom Share Registrars Sdn Bhd at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### Broadcast Venue

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the AGM in person at the Broadcast Venue on the day of the meeting.

## Entitlement to Participate the AGM

Only members whose names appear on the Register of Members on 21 August 2020 shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

## Form(s) of Proxy

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairperson of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Share Registrar's office not less than 48 hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through the smart investor portal at <https://boardroomlimited.my> by logging in and selecting "E-PROXY LODGEMENT".

## Revocation of Proxy



If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy 48 hours before the meeting.

## Voting Procedure

Voting at the AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results on the poll respectively.

## Virtual Meeting Facilities

Procedure	Action
<b>Before the day of the AGM</b>	
1. Register Online with Boardroom Smart Investor Portal	<i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i> <ol style="list-style-type: none"><li>Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li><li>Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li><li>Complete registration and upload softcopy of MyKAD (front and back) or Passport.</li><li>Please enter a valid email address.</li><li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li></ol>
2. Submit request for remote participation	Registration for remote access will be opened on 4 August 2020. Please note that the closing time to submit your request is at 3.00 p.m. on 24 August 2020 (48 hours before the commencement of the AGM).  <b>Individual Members</b> <ol style="list-style-type: none"><li>Log in to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using your user ID and password.</li><li>Select "Virtual Meeting" from main menu and select the correct Corporate Event "<b>Lam Soon 38<sup>th</sup> AGM</b>".</li><li>Read and agree to the terms &amp; conditions and thereafter submit your request.</li></ol> <b>Corporate Shareholders</b> <ol style="list-style-type: none"><li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</li><li>Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.</li></ol>

Procedure		Action
<b>Before the day of the AGM</b>		
3.	Email notification	a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified. b. Upon system verification against the Register of Members as at 21 August 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password one (1) day before the AGM.
<b>On the day of the AGM</b>		
4.	Login to Meeting Platform	a. The Virtual Meeting Platform will be open for login one (1) hour before the commencement of the AGM. b. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> <li>➤ Download the free <b>Lumi AGM</b> application from Apple App Store or Google Play Store;</li> <li>➤ Scan the QR Code provided in the email notification;</li> <li>➤ Navigate to the website at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></li> </ul> c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairperson to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the questions.]</i></p> a. If you would like to view the live webcast, select the broadcast  icon. b. If you would like to ask a question during the AGM, select the messaging icon  . c. Type your message within the chat box, once completed click the send button.
6.	Voting	a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, simply select another voting direction. d. If you wish to cancel your vote, please press "Cancel".
7.	End of Participation	Upon the announcement by the Chairperson on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

### No Distribution of Door Gifts, Food and Beverage

Shareholders/proxies who turn up at the Broadcast Venue would not be distributed with door gifts, food and beverage.

Lam Soon (M) Berhad would like to thank all its shareholders/proxies for their kind co-operation and understanding in these challenging times.

### No Recording or Photography

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

## **Enquiry**

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):-

Boardroom Share Registrars Sdn. Bhd.

Address : 11<sup>th</sup> Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
General Line : 603-7890 4700  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

## **Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.