



TECHNA-X BERHAD

[Registration No. 200601012477 (732227-T)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS AND/OR PROXIES ATTENDING THE SIXTEENTH ANNUAL GENERAL MEETING ("16TH AGM")

INFORMATION ON 16TH AGM

1. Date, Time, and Venue of 16th AGM

The Company's 16th AGM is scheduled to be held as follows:-

Day and Date : Tuesday, 31 May 2022
Time : 10:00 a.m.
Venue : "Hall of Fame" located at The Mines Resort & Golf Club, Jalan Kelikir, Mines Wellness City, 43300 Seri Kembangan, Selangor Darul Ehsan

2. Entitlement to Attend

Only members whose names appear in the Record of Depositors as of 23 May 2022 shall be entitled to attend, participate, speak and vote at the 16th AGM or appoint proxy(ies) to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that mentioned date.

3. Lodgement of Form of Proxy of 16th AGM

- (a) If you are unable to attend the 16th AGM and wish to appoint proxy(ies) to vote on your behalf, you may deposit your Form of Proxy at the Registered Office of the Company at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan in accordance with the notes and instructions printed therein, not later than forty-eight (48) hours before the 16th AGM, i.e., **latest by Sunday, 29 May 2022 at 10:00 a.m.**
- (b) If you wish to attend the 16th AGM yourself, please do not submit any Form of Proxy for the 16th AGM that you wish to attend. You will not be allowed to attend the 16th AGM together with a proxy appointed by you. Only one of you is allowed to attend and enter the meeting venue.
- (c) If you have submitted your Form of Proxy prior to the 16th AGM and subsequently decided to attend the 16th AGM yourself, please revoke your proxy appointment at the time of registration.

4. Corporate Member

Any corporate member who wishes to appoint a representative instead of a proxy to attend the 16th AGM should submit the original certificate of appointment under the corporation's seal to the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela,

Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan at any time before the time appointed for holding the 16th AGM or to the registration staff on the meeting day for the Company's records.

5. Parking

You may park your vehicle at the allocated visitors' parking bays.

6. Door Gifts

There will be **NO** door gift in the 16th AGM.

GUIDANCE FOR ATTENDANCE OF 16TH AGM

In light of the current COVID-19 pandemic, the Company would be most obliged if all attendees were to take all necessary precautions and preventive measures as issued or directed from time to time by the Malaysian Government and/or relevant authorities while attending the 16th AGM.

As the COVID-19 situation evolves, the Company will closely monitor the status. Accordingly, the Company reserves the right to take any precautionary measures as may be required or recommended by the relevant authorities from time to time and may also be required to change its 16th AGM arrangements at short notice.

As such, prior to attending the 16th AGM, you are to keep abreast with the latest news and updates on the 16th AGM from the posting on the Company's website at <https://www.technax.com/> or all announcements as well as all health and safety measures as released by the relevant authorities to the media from time to time.

The attendees are required to read and adhere to the standard operating procedures ("**SOPs**") as follows:-

1. Prior Registration of Physical attendance

Shareholders/Proxies/Corporate Representatives who wish to attend the 16th AGM in person, please provide the following details by email to info@sshshb.com.my, **latest by Sunday, 29 May 2022:-**

- (a) Company name
- (b) Full name
- (c) Identity card no./ Passport no.
- (d) CDS account number
- (e) Mobile phone number

After verification of your registration against the Record of Depositors as of 23 May 2022, the Company's Share Registrar will send you an email on or after 29 May 2022 to approve or reject your registration to attend physically at the meeting venue. The decision of the Share Registrar shall be final, and no appeal will be entertained.

Attendees without pre-registration **WILL NOT** be allowed to enter the meeting venue for their own safety and the safety of other attendees.

2. Registration for the 16th AGM

- (a) Registration will start at 8:30 a.m. and end at such time as the Chairman of the meeting may be determined.
- (b) Please read the signage to ascertain the registration counter to register yourself for the 16th AGM and join the queue accordingly.

- (c) Please present your original National Registration Identification Card ("**NRIC**") or Passport for verification by the Share Registrar against the pre-registration attendance list. Please ensure that you collect your NRIC or Passport thereafter.
- (d) After verification, you are required to write your name and sign on the Attendance List provided by the Share Registrar. Thereafter, you will be given an identification wristband.
- (e) **NO** individual will be allowed to enter the meeting hall without the identification wristband. There will be no replacement if you lose or misplace the identification wristband.
- (f) **NO** person will be allowed to register on behalf of another person, even with the original NRIC or Passport of that person.
- (g) The registration counter is solely for verification of identity and registration purposes.
- (h) All attendees are also required to observe the social distancing rule.
- (i) Please vacate the registration area immediately after registration.

If you have any enquiries on other matters, please refer to our staff who will be at hand to assist.

3. Safety Measures Due to COVID-19 Pandemic

- (a) All attendees are required to adhere to the following SOPs:-
 - i. to show their fully vaccinated status and "Low Risk" or "Casual Contact Low Risk" status through their MySejahtera Application/ COVID-19 vaccination card:

Fully vaccinated individuals are defined as someone who has received:
 - Two (2) doses of Pfizer, AstraZeneca, Sinovac, Moderna, or Sinopharm vaccine for more than 14 days; and
 - Single-dose of Johnson & Johnson or CanSino vaccine for more than 28 days.
 - ii. to undergo a temperature screening upon arrival at the meeting venue. You will not be allowed to enter the meeting venue if you are believed to be suffering from pneumonia symptoms (which include sore throat/flu/fever/cough/shortness of breath) or having a body temperature above 37.5 Celsius;
 - iii. to sanitise their hands before entering the meeting venue;
 - iv. to maintain social distancing of at least one (1) meter at all times throughout the Meeting;
 - v. to wear a face mask before entering the meeting venue and throughout the meeting.
- (b) The Company reserves the right to request the attendees to perform the Rapid Antigen Test before entering as an extra safety precaution to contain the spread of COVID-19.
- (c) Patients under Investigation (PUI) and Persons under Surveillance (PUS) are **PROHIBITED** from attending the 16th AGM.

- (d) Attendees are **PROHIBITED** from gathering outside the meeting venue **BEFORE** and **AFTER** the 16th AGM.
- (e) Shareholders are encouraged to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 16th AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote for and on your behalf.
- (f) The Company reserves the right to limit the total number of physical attendees at the 16th AGM in adherence to the SOPs and the requirements by the relevant authorities. Hence, entry to the meeting venue will be based on a first-come-first-serve basis, and again, the health and safety of all attendees are non-negotiable priorities for the Company.

4. Submission of Questions prior to 16th AGM

Shareholders are encouraged to submit questions ahead of the 16th AGM and email your questions to info@techna-x.com, **latest by Sunday, 29 May 2022.**

The Company will endeavour to answer your question(s) at the 16th AGM if time permits or by email after the 16th AGM. A written record of the questions and answers would be published in the Minutes of the 16th AGM to be uploaded by the Company on its corporate website in due course.

The 16th AGM proceedings will focus on the proposed resolutions to minimise crowd gathering time in an enclosed environment.

ENQUIRY

Should you have any enquiries, please do not hesitate to contact the Share Registrar at their general line +603-2084 9000 and/or Fax: +603-2094 9940 / 2095 0292 during office hours:

- (1) Mr. Wong Piang Yoong (email: piang.yoong.wong@sshsb.com.my)
- (2) Puan Nurhayati Ang (email: Nurhayati.Ang@sshsb.com.my)
- (3) Ms. Yuli Chew Lai Ping (email: yuli.chew@sshsb.com.my)

We thank you for your continued support.