

ADMINISTRATIVE GUIDE FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”)

Day & Date : Wednesday, 25 May 2022
Time : 9.30 a.m.
Venue : Maharani 1 (Level 1), Impiana Hotel Senai, Jalan Impian Senai Utama 2, Taman Impian Senai, 81400 Senai, Johor.

Dear valued Members of Haily Group Berhad (“**Haily**” or the “**Company**”)

In view of the COVID-19 pandemic, your safety remains our utmost priority. The Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of all participants during the 2nd AGM.

MEASURES TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the constant evolving COVID-19 situation in Malaysia, the following steps will be taken for participants who will be attending the 2nd AGM in order to minimise the risk of spreading the COVID-19 virus:

MYSEJAHTERA, TEMPERATURE CHECKS AND FACE MASK

- (1) **Only fully vaccinated Attendees** (referring, in a collective sense, to members / proxies / corporate representatives / attorneys / management personnel / invited guests) **ARE ALLOWED** to attend the 2nd AGM.
- (2) The Attendees are required to show their fully vaccinated status through their MySejahtera app and undergo a temperature screening.
- (3) Attendees are advised to arrive early at the meeting venue given that the above measures may cause delay in the registration process. Participants who are feeling unwell are strongly advised not to attend the 2nd AGM.
- (4) All Attendees must practice proper hygiene including the use of hand sanitisers provided by the Company and are required to wear a face mask at all time.

SOCIAL DISTANCING AND SEATING ARRANGEMENT

- (5) To enhance social distancing measures, the seats allocated for Attendees at the 2nd AGM venue will be maintained at a certain distance from one another.

INDIVIDUAL MEMBERS

- (6) All Members who intend to attend the 2nd AGM in person **ARE REQUIRED TO PRE-REGISTER** with Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**Share Registrar**”, “**Tricor**”, or “**TIIH**”) via **TIIH Online** website at <https://tiih.online> not later than **Monday, 23 May 2022 at 9.30 a.m.** Kindly refer to the Pre-Register procedures below.
- (7) Alternatively, members who are unable to attend the 2nd AGM in person and who wish to exercise their votes are encouraged to appoint proxy to attend and vote on your behalf at the 2nd AGM by indicating your voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

CORPORATE MEMBERS

- (8) Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 2nd AGM must deposit their original or duly certified certificate of appointment of corporate representative to the Company’s Share Registrar not later than **Monday, 23 May 2022 at 9.30 a.m.**
- (9) Attorneys appointed by power of attorney are required to deposit their power of attorney to the Company’s Share Registrar not later than **Monday, 23 May 2022 at 9.30 a.m.** to attend and vote at the 2nd AGM.
- (10) **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 2nd AGM must request his/her proxy/attorney/corporate representative to submit their Pre-Register at TIIH Online website at <https://tiih.online>.**
- (11) If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 2nd AGM, you may appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

ADMINISTRATIVE GUIDE

FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”) CONT'D

PRE-REGISTRATION BEFORE 2ND AGM

- (12) In order to assist the Company in managing the turnout for the 2nd AGM, the Company reserves the right to limit the number of participants to the 2nd AGM. Members/proxies/corporate representatives/attorneys who wish to attend in person must pre-register with the Company's Share Registrar by following the requirements and procedures as summarised as below: -

Procedure		Action
BEFORE 2nd AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. 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. You will receive an e-mail to notify you that the pre-registration is available at TIIH Online.
(b)	Submit your PRE-REGISTER to attend 2 nd AGM	<ul style="list-style-type: none"> Pre-Registration is open from 10.00 a.m. Monday, 25 April 2022 up to 9.30 a.m. Monday, 23 May 2022. Login with your user ID and password and select the corporate event: “(REGISTRATION) HAILY 2ND AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert the CDS account number and indicate the number of shares. Submit to register your physical attendance. System will send an e-mail to notify that your registration to attend the AGM physically is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 17 May 2022, the system will send you an e-mail after 23 May 2022 to approve or reject your registration for pre-register to attend the 2nd AGM.

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the 2nd AGM of the Company, to minimise any risk to shareholders and others attending the 2nd AGM.

The Company would like to thank all participants for their patience and co-operation in enabling us to hold our 2nd AGM with the optimum safe distancing measures amidst the COVID-19 pandemic. The Company may make necessary changes to the arrangements of the 2nd AGM at short notice.

Do refer the Company's website at www.haily.my and Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com for the latest updates on the status of the 2nd AGM from time to time.

REGISTRATION ON THE DAY OF 2ND AGM

- (13) Registration will commence at 8.30 a.m. and shall remain open until the conclusion of the 2nd AGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.
- (14) Please present your original National Registration Identity Card (NRIC) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.

ADMINISTRATIVE GUIDE

FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”) CONT'D

REGISTRATION ON THE DAY OF 2ND AGM CONT'D

- (15) Upon verification and registration:
- (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - (b) if you are attending the 2nd AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - (c) no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
 - (d) a polling form will be given to you thereafter. There will be no replacement should you lose or misplace the polling form.
 - (e) you may proceed to the meeting venue thereafter.
- (16) Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
- (17) The registration counters will only handle verification of identity, registration and revocation of proxy/ proxies. If you have other queries, please proceed to the Help Desk.

PARKING

- (18) Free of charge but **subject to availability**.

MEETING

- (19) The Meeting will start promptly at 9.30 a.m. Members are reminded to be punctual.

GENERAL MEETING RECORD OF DEPOSITORS

- (20) For the purpose of determining who shall be entitled to attend the 2nd AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **17 May 2022** and only a depositor whose name appears on such Record of Depositors shall be eligible to attend the 2nd AGM.

PROXY

- (21) A member of the Company entitled to attend and vote at the 2nd AGM is entitled to appoint another person as his proxy to exercise all or any of his rights to attend, participate, speak and vote in his stead. If you are unable to attend the 2nd AGM in person and who wish to appoint proxy to attend and vote on your behalf, please submit your Form of Proxy in accordance with the notes and instructions printed therein.
- (22) You may submit the Form of Proxy electronically via **TIIH Online** website at <https://tiih.online> not later than **Monday, 23 May 2022 at 9.30 a.m.** Please do read and follow the procedures to submit Form of Proxy electronically below.
- (23) Otherwise, please ensure that the **Original Form of Proxy** is deposited with the Company's Share Registrar situated at Unit 32-01, Level 32, Tower A, Vertical Business Suite Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Monday, 23 May 2022 at 9.30 a.m.** otherwise the Form of Proxy shall not be treated as valid. No proof of despatch of Form of Proxy will be entertained.
- (24) The Form of Proxy is not required if the member decided to attend the meeting in person.
- (25) If you have submitted your Form of Proxy prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the Registration Counter to revoke the appointment of your proxy/proxies.

ADMINISTRATIVE GUIDE

FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”) CONT'D

ELECTRONIC LODGEMENT OF FORM OF PROXY

(26) The procedures to lodge your Form of Proxy electronically via Tricor’s TIIH Online website are summarised as below:

Procedure		Action
Steps for Individual Members		
(a)	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” select “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) 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.
(b)	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 user name (i.e. email address) and password. Select the corporate event: “HAILY 2ND AGM – Submission of Form of Proxy”. 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(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) 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(s) appointment. Print Form of Proxy for your record.
Steps for Corporation or Institutional Members		
(a)	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 member 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) or two (2) working days. Proceed to activate your account with the temporary password given in the e-mail and reset your own password. <p><i>(Note: The representative of a corporation or institutional member 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 clarification on the user registration.)</i></p>

ADMINISTRATIVE GUIDE

FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”) CONT'D

ELECTRONIC LODGEMENT OF FORM OF PROXY CONT'D

- (26) The procedures to lodge your Form of Proxy electronically via Tricor’s TIH Online website are summarised as below:
Cont'd

Procedure	Action
Steps for Corporation or Institutional Members Cont'd	
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to TIH Online at https://tih.online. • Select the corporate event: “HAILY 2ND AGM – Submission of Form of Proxy”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “Submission of Form of Proxy” in accordance with the Guidance Notes set therein. • Prepare the file for the appointment of proxies by inserting the required data. • 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.

MOBILE DEVICES

- (27) Please ensure that all mobile devices such as phones/pagers/other sound emitting devices are switched off or put on silent mode during the 2nd AGM to ensure smooth and uninterrupted proceedings. Any recording of the proceedings, either vocal or audio visual, is strictly prohibited.

NON-SMOKING POLICY

- (28) Smoking is prohibited in the meeting hall. Your cooperation is much appreciated.

PERSONAL BELONGINGS

- (29) Please be reminded to take care of your personal belongings as the Company will not be responsible for any lost items that has gone missing resulted in any monetary losses.

ANNUAL REPORT 2021

- (30) The Annual Report 2021 is available on Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com under the Company’s Announcement and the Company’s website at www.haily.my. Limited hardcopies are available at the registration counter and will be given on a first come first served basis.

ENQUIRIES

- (31) If you have any enquiry prior to the 2nd AGM, please contact the following persons of our Share Registrar 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 : Ms Wong Pang Yi : +603-2783 9242 / Email: Pang.Yi.Wong@my.tricorglobal.com
 : Mr Jake Too : +603-2783 9285 / Email: Chee.Onn.Too@my.tricorglobal.com

ADMINISTRATIVE GUIDE

FOR THE SECOND ANNUAL GENERAL MEETING ("2ND AGM") CONT'D

PERSONAL DATA PRIVACY

By submitting the duly executed Form of Proxy, the member and his/her proxy consent to the Company and/or its agents/ service providers to collect, use and disclose the personal data therein in accordance with the Personal Data Protection Act 2010, for the purpose of the 2nd AGM of the Company and any adjournment thereof.