

## Administrative Details

ADMINISTRATIVE DETAILS FOR THE 38<sup>TH</sup> ANNUAL GENERAL MEETING OF PADINI HOLDINGS BERHAD TO BE HELD AT SAUJANA BALLROOM, THE SAUJANA HOTEL KUALA LUMPUR, JALAN LAPANGAN TERBANG SUBANG, 40150 SHAH ALAM, SELANGOR DARUL EHSAN, MALAYSIA ON TUESDAY, 19 NOVEMBER 2019 AT 10.00 AM.

### **PARKING**

- Parking is complimentary at the open car park of The Saujana Hotel Kuala Lumpur.

### **REGISTRATION**

- Registration will start at 8.30 am and will remain open until the Chairman announces that the registration will be closed to facilitate the commencement of the poll or such time as may be determined by the Chairman of the Meeting.
- Please read the signage place around Saujana Ballroom as to where you should register yourself for the Meeting and join the queue accordingly.
- Please produce your original Identity Card (IC) or Passport (for foreigners) to the registration staff for verification. No photocopy of IC or Passport will be accepted. Please make sure you collect your IC or Passport thereafter.
- You will be given an identification wristband printed with passcode upon registration and only be allowed to enter the meeting hall if you are wearing the identification wristband. Please retain the identification wristband for voting. There will be no replacement in the event you lose or misplace the identification wristband.
- You will also be given one (1) food coupon upon registration. This food coupon entitles you to a meal box at the Foyer of the meeting hall. Each shareholder / proxy will be given ONE (1) coupon only. There will be no replacement in the event you lose or misplace the food coupon.
- No person will be allowed to register on behalf of another person even with the original IC or passport of that other person.
- The registration counter will only handle verification of identity and registration.

### **HELP DESK**

- Please proceed to the Help Desk which is located at the end of the registration counters for any clarification or queries.
- The Help Desk will also handle revocation of proxy's appointment.

## **PROXY**

- A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions printed therein.
- If you wish to attend the meeting yourself, please do not submit any proxy form. You will not be allowed to attend the meeting together with a proxy appointed by you.
- If you wish to submit your Proxy Form by facsimile, please lodge the proxy form to the office of our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) no later than 17 November 2019 at 10.00 a.m. The proxy appointment may also be lodged electronically via Tricor’s TIH Online website at <https://tiah.online> no later than 17 November 2019 at 10.00 a.m. For further information on the electronic lodgement of Proxy Form, kindly refer to the Annexure of Proxy Form.
- If you have submitted your proxy form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

## **CORPORATE MEMBER**

- Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the seal of the corporation to the Office of Tricor at any time before the time appointed for holding the meeting or to the registration staff on the Meeting day for the Company’s records.

## **VOTING AT THE MEETING**

- The voting at the 38th AGM will be conducted on a poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and a scrutineer has been appointed to verify the poll results.
- E-voting for each of the resolutions as set out in the Notice of 38th AGM will take place only upon the conclusion of the deliberations of all the businesses to be transacted at the 38th AGM. The registration for attendance will be closed, to facilitate commencement of the poll.
- Each shareholder/proxy will be directed to the e-voting kiosk for voting using tablet where he/she must produce the identification wristband issued to him/her during registration for the 38th AGM.

## **GENERAL MEETING RECORD OF DEPOSITORS**

- Only shareholders whose names appear in the General Meeting Record of Depositors as at 8 November, 2019 shall be entitled to attend, speak and vote at the Meeting of the Company or appoint a proxy(ies) on his/her behalf.

## **REFRESHMENT AND DOOR GIFT**

- Coffee and tea will be served.
- No door gift will be given.