

ADMINISTRATIVE GUIDE OF FIFTH ANNUAL GENERAL MEETING ("5TH AGM") FOR THE SHAREHOLDERS OF FIBROMAT (M) BERHAD

Dear Valued Shareholders,

It is our pleasure to invite you to the 5th AGM of the Company, which will be held as below:

Date : **Wednesday, 19 August 2020**
Time : **10.00 a.m.**
Venue : Meeting Room, Lot 2 & 4, Jalan Zuriah 4 Pusat Perindustrian Zuriah
Mukim Rasa, 44200 Rasa, Selangor Darul Ehsan

The following documents of the Company are available at the Company's website www.fibromat.com.my for your preview:

1. Annual Audited Financial Statements for the financial year ended 31 December 2019;
2. Notice of the 5th AGM;
3. Administrative Guide of the 5th AGM; and
4. Form of Proxy

In view of the COVID-19 outbreak, your safety remains our utmost priority. The 5th AGM of the Company will be conducted in accordance with the General Standard Operating Procedures to Government and Private Sector ("General SOP") issued by Malaysian National Security Council on 16 June 2020 and Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission of Malaysia on 24 June 2020 ("SC Guidance Note & FAQs").

This Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of our shareholders/proxies during the 5th AGM as well as to comply with the Government and/or authorities' directives and guidelines on public gatherings and events which may be issued from time to time.

The Company wishes to highlight that the 5th AGM may be re-scheduled and/or adjourned in view of the current COVID-19 Outbreak and the Malaysian Government's announcements or guidelines made from time to time. Rest assured, all members/proxies including attendees shall be kept informed of any unexpected changes.

(a) Public Health Precautions and Preventive Measures

1. In light of the COVID-19 outbreak, we appreciate if all shareholders, proxies and invited guests could take all the necessary precautions and preventive measures as issued by the Ministry of Health when attending the 5th AGM.
2. If you are unwell with **sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath**, and/or you are under high risk group which is **above age of 60**, your attendance in person at the 5th AGM **will be denied**. You are hereby strongly advised and encouraged to appoint the Chairman as your proxy or proxy(ies) between the ages of 18 to 60 years to participate at the 5th AGM on your behalf and to submit your Form of Proxy prior to the 5th AGM.
3. To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 5th AGM in person, the Company will also implement the following precautionary measures for the 5th AGM:-
 - (a) The Company will limit the number of attendees including invited guests to be physically present at the venue of the 5th AGM to **80** based on the size of the venue. Hence, the total **shareholders present in person or by proxy or attorney or authorised representative shall preferably be limited to 50 only or lesser** after taking into consideration of the

attendance of the Directors, Group Head of Finance, Company Secretary, Poll Administrator, Scrutineers and Auditors. The registration for the 5th AGM shall on **first-come-first-serve basis**.

- (b) Shareholders, proxyholders and corporate representatives ("Participants") will have to go through a compulsory body temperature screening and will be required to provide his/her health declaration via MySejahtera application during the registration process, specifically to facilitate the Company in preventing any potential spread of COVID-19. Any person with a body temperature of above 37.5°C or is experiencing any symptoms of being unwell above, you will **NOT** be allowed to enter the venue of the 5th AGM.
- (c) Wearing a face mask in advance and throughout the 5th AGM proceedings is highly encouraged. Please be informed that the Company will not be providing face masks.
- (d) We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the 5th AGM. Hand sanitiser will be provided by the Company.

(b) Registration

1. Pursuant to SC Guidance Note & FAQs, the Participants who will be attending the 5th AGM in person are required to pre-register themselves with the Company by providing their name, NRIC/Passport No. and CDS account no. to the Company via email at enquiry@fibromat.com.my not later than **Monday, 17 August 2020 at 10.00 a.m.**, otherwise the attendance of Participants in person will be denied. Participants will be notified via email once the registration is successful. This is to allow the Company to make necessary arrangements for the 5th AGM.
2. The Company is abiding with the General SOP issued by Malaysian National Security Council in conducting the 5th AGM. Please present your original MyKad to the registration staff for verification against the pre-registration of attendance.
3. Please download the MySejahtera application in advance and upon verification and body temperature screening, scan the QR code for health declaration during the registration process. Please be mindful of one meter social distancing.

Voting by Proxy

For the health and safety of shareholders, the Company would like to encourage shareholders to exercise their right to vote at the 5th AGM by appointing the Chairman of the 5th AGM as their proxy and indicate the voting instructions in the Form of Proxy instead of attending the 5th AGM in person.

If a shareholder is unable to attend the 5th AGM on **19 August 2020**, he/she can appoint the Chairman of the meeting as his/her proxy to attend, speak and vote in his/her stead. Please submit your Form of Proxy with the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not later than **Monday, 17 August 2020** at 10.00 a.m.

FIBROMAT (M) BERHAD
Registration No. 20121037651 (1022133-V)
Administrative Guide of the 5th AGM

Enquiry

If you have any enquiries prior to the 5th AGM, please contact the following during the office hours from Mondays to Fridays, 9.00 a.m. to 5.00 p.m. (except on public holidays):-

(a) Fibromat (M) Berhad Berhad

General Line : 603-6189 9999
Fax Number : 603-6189 7559
Email : enquiry@fibromat.com.my

(b) Boardroom Share Registrars Sdn Bhd

General Line : 603-7890 4700
Fax Number : 603-7890 4670