



AT SYSTEMATIZATION BERHAD
200401006297 (644800-X)

AT SYSTEMATIZATION BERHAD

Registration No. 200401006297 (644800-X)

(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE
FOR THE AT SYSTEMATIZATION BERHAD EXTRAORDINARY GENERAL MEETING (“EGM”)**

Day and Date : Tuesday, 15 September 2020
Time : 11.00 a.m
Venue : Level 4, Menara Lien Hoe, No. 8 Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan.

SAFEGUARD MEASURES DUE TO COVID-19 PANDEMIC

1. In light of the Corona Virus Disease 2019 (COVID-19) pandemic, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Malaysia Government, the Ministry of Health, the Malaysian National Security Council and other relevant authorities before attending the EGM.
2. If you have travelled overseas to the affected countries in the past 14 days or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices and strongly encouraged not to attend the EGM.
3. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough and breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. Shareholders are encouraged to keep abreast with the latest news released by the authorities regarding travelling, self-quarantine, other health and safety precautions from time to time.

ONLINE PRE-REGISTRATION TO ATTEND THE EGM

5. According to Guidance and FAQs on the Conduct of General Meetings for Listed Issuers revised 15 July 2020 issued by Securities Commission Malaysia, shareholders are required to register ahead of the EGM to allow the Company to make the necessary arrangements in relation to the meeting infrastructure, logistics and venue to accommodate the meeting participants. In order to allow the Company to make the necessary arrangements, shareholders/proxies who wish to attend in person are required to pre-register your attendance with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd via the TIIH Online website at <https://tiih.online>.
6. Please do read and follow the following procedures to pre-register your physical attendance at the EGM via the TIIH Online website at <https://tiih.online>:
 - 6.1 Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the “e-Services”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the TIIH homepage for assistance to sign up.
 - 6.2 Select the corporate event: “**(REGISTRATION) AT SYSTEMATIZATION BHD EGM**”.
 - 6.3 Read and agree to the Terms & Conditions and confirm the Declaration.

- 6.4 Select "Register for Physical Attendance at Meeting Venue".
 - 6.5 Review your registration and proceed to register.
 - 6.6 System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
 - 6.7 After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after 13 September 2020 to approve or reject your registration to attend physically at the Meeting Venue.
7. Please note that only a depositor whose name appears on the Record of Depositor as at 8 September 2020 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf at the EGM.

REGISTRATION AT THE MEETING VENUE

8. Registration will commence at 10.00 a.m. on Tuesday, 15 September 2020 and will end at a time directed by the Chairman of the Meeting. Shareholders/proxies are encouraged to be punctual.
9. Given that your safety is the Company's priority, the Company has taken below precautions measures and control for the well-being of the all the attendees as well as enable the Company to comply with the Government's and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time:-
- 9.1 To practice safe social distancing at all times;
 - 9.2 To fill up/complete the Health Declaration Form;
 - 9.3 To go through temperature check;
 - 9.4 To sanitise hand; and
 - 9.5 To wear face mask at all times.
- The Company reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures as mentioned above.
10. Please present your original National Identify Card (IC)/passport during registration for verification purpose. Upon verification of your IC/passport and subject to conditions as set out in **Note 9** above being satisfactory met, you will be given an identification wristband to be secured around your wrist. Please be reminded that you will not be allowed to enter the EGM meeting room without wearing the identification wristband.
11. Please note that you will not be allowed to register on behalf of another person even with the original IC/passport of that person.
12. For precautionary and safety measures, the door to the EGM meeting room will be closed sharp at 11.00 a.m. All attendees are encouraged to be punctual.

APPOINTMENT OF PROXY AND SUBMISSION OF PROXY FORM ONLINE

13. As a shareholder, you are entitled to appoint proxy to attend and / or vote on your behalf at the AGM by submitting the Proxy Form by hand or online. Submission of proxy form shall be complete **NOT LESS THAN FORTY-EIGHT HOURS BEFORE THE TIME APPOINTED FOR HOLDING EGM**. The steps are described below:
- 13.1 Login in to TIIH Online website with your user name (i.e. email address) and password under "e-services". If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
 - 13.2 Select the Corporate Event "**SUBMISSION OF PROXY FORM**".
 - 13.3 Read and agree to the Terms and Conditions and confirm the declaration.
 - 13.4 Insert your CDS account number and indicate the number of shares for your proxy to vote on your behalf.

- 13.5 Appoint your proxy and insert the required details of your proxy or appoint Chairman as your proxy.
- 13.6 Indicate your voting structure – For or AGAINST, otherwise your proxy will decide your vote.
- 13.7 Review and confirm your proxy appointment.
- 13.8 Print proxy form for your record.

GENERAL MEETING ARRANGEMENTS

- 14. Due to the constant evolving COVID-19 situation in Malaysia, the Company reserves the right to change the meeting arrangements of EGM in accordance to the latest directives to be issued by related to the COVID-19 including to impose limitation to the number of attendees as set by the authorities, if any, to be physically present at the meeting venue. Kindly check the Company's website or announcement from time to time for the latest updates on the status or changes to the EGM arrangement.

NO REFRESHMENTS OR DOOR GIFTS

- 15. To ensure social and physical distancing as well as a measure to reduce the number of crowd or attendees at the EGM in accordance with the guidelines issued relevant authorities related to the COVID-19, there will be NO refreshments or door gifts to shareholders, proxies and invited guests who attend the EGM.

ENQUIRY

- 16. If you have any enquiry prior to the EGM please contact the 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/Fax No/Email : +603 - 2783 9299 / +603 - 2783 9222 / is.enquiry@my.tricorglobal.com
Ms Lim Lay Kiow : +603 - 2783 9232 / Lay.Kiow.Lim@my.tricorglobal.com
Pn. Zakiah Wardi : +603 - 2783 9287 / Zakiah@my.tricorglobal.com
Mr Keith Lim : +603 - 2783 9240 / Keith.Lim@my.tricorglobal.com

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK]