



## TPC PLUS BERHAD

Registration No. 200301012910 (615330-T)  
(Incorporated in Malaysia)  
PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka  
Tel. No. 06-2686315 Fax No. 06-2686327

### ADMINISTRATIVE GUIDE FOR THE 17TH ANNUAL GENERAL MEETING (“AGM”)

Date & Time of AGM : Wednesday, 22 July 2020 at 10:00 a.m.

Venue of AGM : Ogcc Golfer Tavern, Orna Golf & Country Club  
Batu 16, Jalan Gapam, Ladang Gapam, Bemban  
77200 Hang Tuah Jaya, Melaka

Depends on the COVID-19 situation in Malaysia, we may be required to change the arrangements of the 17th Annual General Meeting (“AGM”) at short notice. Kindly visit Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) or the Company’s website at [www.tpc.com.my](http://www.tpc.com.my) for the latest updates on the status of the AGM should there be any changes made.

#### 1. **Annual Report 2019 and Circular to Shareholders dated 30 June 2020**

1.1 Together with us in conserving the environment and improving sustainability, you may download the Company’s Annual Report 2019 and/or the Circular to Shareholders dated 30 June 2020 in relation to the proposed renewal of the existing shareholders’ mandate and proposed new shareholders’ mandate for recurrent related party transactions of a revenue or trading nature (“Circular”) from:

- (a) Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com); or
- (b) The Company’s website at [www.tpc.com.my](http://www.tpc.com.my)

1.2 Nevertheless, if you wish to receive a printed copy of the Annual Report 2019 and/or the Circular, please complete and return the Request Form attached to the Company’s Share Registrar. A printed copy of the Annual Report 2019 and/or the Circular will be sent to you as soon as reasonably practicable upon receipt of your Request Form.

The Share Registrar  
Bina Management (M) Sdn Bhd  
Lot 10, The Highway Centre  
Jalan 51/205, 46050 Petaling Jaya, Selangor  
Telephone No. : 03-7784 3922  
Fax No. : 03-7784 1988  
Email : [binawin@binamg168.com](mailto:binawin@binamg168.com)

#### 2. **Safety and precautionary measures in relation to COVID-19 pandemic**

2.1 In view of the Coronavirus Disease (“COVID-19”) pandemic and for the well-being of all attendees, members or proxies will **NOT** be allowed to enter the venue of the AGM if:

- (a) Your temperature is 37.5°C and higher.  
A compulsory body temperature screening will be carried out at the entrance of the venue of the AGM.
- (b) You are not feeling well and have cough and/or flu-like symptoms.
- (c) You are a patient under investigation (PUI) or person under surveillance (PUS).



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- (d) You have, in the last 14 days of the AGM:
- (i) Been in physical contact with a confirmed case of COVID-19.
  - (ii) Visited COVID-19 infected places.
  - (iii) A history of traveling or residing overseas.

A self-declaration form in respect of the above will be provided for you to complete at the entrance of the venue of the AGM.

- 2.2 Wearing a face mask in advance is highly encouraged although face masks and hand sanitiser will be provided.
- 2.3 Members or proxies are advised to observe or maintain social distancing throughout the AGM.
- 2.4 To avoid crowding, no refreshment will be served at the AGM.

### 3. **Participation at the 17th AGM**

3.1 The Company will, in accordance with Clause 18.7 of the Company's Constitution, request Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 15 July 2020 ("ROD") to determine who shall be entitled to attend the 17th AGM. Only a depositor whose name appears on the ROD shall be entitled to attend the AGM or appoint proxy(ies) to attend and vote on his behalf.

3.2 Members are strongly encouraged to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM. Members are to indicate with an 'X' in the space provided in the Proxy Form attached how you wish your votes to be cast. If no specific direction as to voting is given, the Chairman as your proxy will vote or abstain from voting at his discretion.

However, if you wish to attend the meeting in person, kindly fill in the Advance Registration Form attached to allow us to make all necessary arrangement.

3.3 The duly completed Proxy Form must be deposited at the Company's registered office at PT 1678, Mukim of Serkam, 77300 Merlimau, Melaka or received by the Company via e-mail at [proxyform@tpc.com.my](mailto:proxyform@tpc.com.my) not less than 48 hours before the time fixed for holding the meeting or any adjournment thereof.

3.4 If you have any questions in relation to any item of the Agenda of the 17th AGM, you may send them in advance via e-mail to [proxyform@tpc.com.my](mailto:proxyform@tpc.com.my) not less than 7 working days before the time fixed for holding the meeting or any adjournment thereof. The Chairman of the Meeting will endeavor to respond to all questions received at the AGM. However, should there be a time constraint, the responses will be e-mailed back to you within 7 working days from the conclusion of the AGM.

3.5 No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.