



## S & F Capital Berhad

200201000757 (568420-K)  
(Incorporated in Malaysia)

# ADMINISTRATIVE GUIDE

For the Conduct of the Twentieth Annual General Meeting (“20<sup>TH</sup> AGM”)

### 1. Public Health Precautions and Preventive Measures

To safeguard the health and safety of the shareholders, proxies and invited guests, you are required to wear a face mask throughout the proceedings of 20<sup>th</sup> AGM. If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough, you are advised to stay at home and avoid to contact with other people.

The shareholders who are unable to participate in the 20<sup>th</sup> AGM may appoint a proxy or the Chairman of the meeting to attend and vote on your behalf.

The Company will continue to observe the applicable operating procedures, directives, safety and precautionary requirements as prescribed by the Malaysian Government, the Ministry of Health, the Malaysian National Security Council, and other relevant authorities. In the event the 20<sup>th</sup> AGM is re-scheduled and/or postponed in accordance with the Malaysian Government’s announcements or guidelines as may be made from time to time, all shareholders/proxies including attendees shall be kept informed of any unexpected changes.

### 2. Eligibility to attend based on the Record of Depositors (“ROD”)

Only a shareholder whose name appears on the ROD as at **21 November 2022** shall be entitled to attend or appoint proxy(ies) to attend, speak and/or vote on his/her behalf.

### 3. Registration on the day of the 20<sup>th</sup> AGM

Registration will start at 9:00 a.m. at Room 3, 18<sup>th</sup> Floor, Tower 1, Faber Towers, Jalan Desa Bahagia, Taman Desa, 58100 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

Original MyKad or passport is required to be presented during registration for verification.

Upon verification of your MyKad or passport and signing of attendance list, you will be given an identification wristband to enter the meeting room and cast your vote during the polling session. There will be no replacement of wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting hall if you are wearing the identification wristband.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion. If you have any enquiry, please proceed to the Help Desk counter located near the registration area.

### 4. Appointment of Proxy

A shareholder who is unable to attend the 20<sup>th</sup> AGM on 28 November 2022 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the form of proxy at the Company’s place of business at Lot 1307, Level 13, Tower 2, Faber Towers, Jalan Desa Bahagia, Taman Desa, 58100 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

The last date and time for lodging the form of proxy is **Saturday, 26 November 2022 at 10:00 a.m.**

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cont’d

## 5. Communication Guidance

Shareholders are advised to check the Company’s website at [www.snfcapital.com.my](http://www.snfcapital.com.my), Bursa Malaysia Securities Berhad’s website and announcements from time to time for any changes to the administration of the 20<sup>th</sup> AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

## 6. No e-Voucher, Gift and Food Voucher

There will be no distribution/provision of e-Voucher, gift and food voucher for shareholders and proxies who participate in the meeting.

We would like to thank our shareholders for your kind co-operation and understanding in these challenging times.

## 7. Enquiry

If you have any enquiries prior to the meeting, you may contact the Share Registrar at:

**Bina Management (M) Sdn. Bhd.**

Lot 10, The Highway Centre

Jalan 51/205

46050 Petaling Jaya

Selangor Darul Ehsan

Contact Person: Nor Syahirah binti Kamal Ibrahim

Email: [syahirah@binamg168.com](mailto:syahirah@binamg168.com)

Tel : 603-7784 3922

Fax : 603-7784 1988