

**SUPERLON<sup>®</sup>**  
**SUPERLON HOLDINGS BERHAD**  
Registration No. 200601020659 (740412-X)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE FOURTEENTH ANNUAL GENERAL MEETING (“14TH AGM”)**

Date and Time : Monday, 21 September 2020 at 10.00 a.m.  
Venue : Danau 3-5, Kota Permai Golf & Country Club, No. 1, Jalan 31/100A, Kota Kemuning, Section 31, 40460 Shah Alam, Selangor Darul Ehsan

---

Dear Shareholders of Superlon Holdings Berhad (“Superlon” or the “Company”)

**SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (“COVID-19”) OUTBREAK**

1. The Company places paramount importance on the well-being and safety of all stakeholders including shareholders, proxies, staff and other attendees. Measures have been implemented and the Company will implement any new applicable directive, safety and precautionary requirements prescribed by the Government, Ministry of Health Malaysia (“MOH”), Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
2. In view of the COVID-19 outbreak, physical attendance at the 14th AGM may present a risk to the shareholders. As such, shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the 14th AGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
3. If you have travelled overseas in the past 14 days prior to the date of the 14th AGM or have been in contact with a COVID-19 affected person or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, please quarantine yourself at home. You are strongly advised to appoint a proxy or Chairman of the meeting to attend and vote at the 14th AGM on your behalf. We reserve the right to deny your entry into the meeting venue should we note that you possess any of the above symptoms.
4. We will be conducting temperature checks on all persons upon arrival at the 14th AGM venue. Any person with a body temperature of above 37.5 degrees Celsius or showing symptoms of respiratory illness such as coughing and sneezing, will be denied entry into the meeting venue.
5. For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the 14th AGM as well as maintain social distancing throughout the meeting. Anyone refusing to observe the safety rules will be requested to leave the meeting venue.
6. To comply with social distancing requirements, the seats allocated for meeting participants at the 14th AGM venue will be maintained at a physical distance of at least one meter between each meeting participant at all times.

**PRE-REGISTRATION TO ATTEND THE 14TH AGM**

Shareholders are required to register ahead of the 14th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Kindly refer to the following procedures to pre-register your physical attendance at the 14th AGM via the TIIH Online website at <https://tiih.online>.

- 1) Login 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 homepage for assistance to sign up.
- 2) Select the corporate event: “**(REGISTRATION) SUPERLON 14TH AGM**”.
- 3) Read and agree to the Terms & Conditions and confirm the Declaration.
- 4) Select “Register for Physical Attendance at Meeting Venue”.
- 5) Review your registration and proceed to register.
- 6) System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- 7) After verification of your registration against the General Meeting Records of Depositors, the system will send you an e-mail on or after **20 September 2020** but before the 14th AGM to approve or reject your registration to attend physically at the Meeting Venue.

Please note that only a member whose name appears on the Record of Depositors as at **14 September 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 14th AGM.

#### **PROXY**

You may submit your proxy form to the Company’s Share Registrar’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, not less than twenty four (24) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> no later than **Sunday, 20 September 2020 at 10.00 a.m.** Please do read and follow the procedures below to submit proxy form electronically.

#### **ELECTRONIC LODGMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via TIIH Online website are summarised below:

	<b>Procedure</b>	<b>Action</b>
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: “Submission of Proxy Form”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 14<sup>th</sup> AGM arrangement which are subject to the requirements of MOH or the relevant authorities.

We thank you for your continuous support to the Company.

#### **ENQUIRY**

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

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b>		
Telephone Number	General Line	603-2783 9299
Contact Person	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Ms Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Mr Ang Wai Meng	603-2783 9281 Wai.Meng.Ang@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	