



PCCS GROUP BERHAD

[Registration No. 199301026191 (280929-K)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR (PHYSICAL) EXTRAORDINARY GENERAL MEETING (“EGM”)

The (Physical) EGM of the Company has been scheduled to be held as follows: -

Day and Date : Friday, 25 February 2022
Time : 11:00 a.m.
Venue : PCCS Group Berhad’s Corporate Office,
Lot 1376, GM127, Mukim Simpang Kanan,
Jalan Kluang, 83000 Batu Pahat,
Johor Darul Takzim

GUIDANCE REGARDING THE (PHYSICAL) EGM

In view of the subsisting COVID-19 pandemic, safety remains our utmost priority. The (Physical) EGM of the Company will be conducted in accordance with the General Standard Operating Procedures (“**SOP**”) issued by the Malaysian National Security Council and Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and subsequently revised on 16 July 2021 (“**SC Guidance Note & FAQs**”).

The Company will be implementing the following for its (Physical) EGM:-

1. Prior Registration of Physical attendance

Shareholders who wish to **physically** attend the EGM are required to register ahead of the EGM and provide the following details by email to info@sshb.com.my, **by 18 February 2022** before the EGM: -

- (a) Company name – PCCS GROUP BERHAD;
- (b) Full name;
- (c) Identity card no./Passport no.;
- (d) CDS account number; and
- (e) Mobile phone number.

After verification of your registration against the Record of Depositors as at 18 February 2022, the Company’s Share Registrar will send you an email on or after 18 February 2022 to approve or reject your registration to **physically** attend the EGM.

This is to allow the Company to make the necessary arrangements to ensure compliance with the SOP on public gathering/event issued by the Malaysia Government and other relevant authorities.

2. SOP and Precautionary Measures at the EGM

The Company will implement the following precautionary measures to minimise possible COVID-19 transmissions at the EGM. Shareholders, proxies and other attendees attending the (Physical) EGM are expected to **comply with all the SOP** issued by the Malaysian National Security Council and practice **precautionary measures**. Anyone who **declines** to adhere to any of the measures or cooperate with the Company's staff will be **denied entry** to the EGM venue: -

- a. If attendees have travelled overseas or are unwell with sore throat/fever/flu/cough/shortness of breath, attendees are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices.
- b. The Company reserves the right to request all attendees to perform *Rapid Antigen Test* before entering as an extra safety precaution to contain the spread of COVID-19.
- c. Only attendees who are fully vaccinated (as defined by Malaysian National Security Council) are allowed to physically attend the EGM. At the EGM, the attendees are required to show their fully vaccinated status and "Low Risk" or "Casual Contact Low Risk" status through MySejahtera Application / COVID-19 vaccination card and undergo a temperature screening. Attendees with body temperature of over 37.5 Celsius or show symptoms as stated in item (a) above will be declined entry into the meeting venue.
- d. Attendees who have not been vaccinated due to medical reason must undergo a pre-event test by using *Rapid Antigen Test Kit* before attending the EGM and show your test result to the representative of the Company according to the specified turnaround time. Alternatively, you may undergo a *PT-PCR (Reverse Transcription-Polymerase Chain Reaction) test* and the test results must not be more than 48 hours prior to the EGM. Only those with **NEGATIVE** test results are allowed to enter the EGM.
- e. Patients under Investigation (PUI) and Persons under Surveillance (PUS) are **PROHIBITED** from attending the EGM.
- f. Attendees must maintain good self-hygiene and sanitise their hands at the entrance.
- g. Attendees must observe social distancing of at least 1 meter at any queue according to the marked spot and at all times at the EGM.
- h. Attendees **MUST** wear a face mask at all times at the EGM.
- i. Attendees must always practise social distancing in washroom and meeting venue.
- j. Attendees are **PROHIBITED** from gathering outside of the meeting venue **BEFORE** or **AFTER** the EGM.
- k. Refreshments and drinks will be provided in accordance with the SOP.

Alternatively, shareholders may appoint the Chairman as their proxy to cast their votes.

Important Notes

This Administrative Guide has taken into account the latest measures to-date to deal with the COVID-19 situation announced and/or implemented in Malaysia which affect the holding or conduct of general meetings. The Company will closely monitor the situation and reserves the right to take further measures or short-notice arrangements as and when appropriate in order to minimise any risk to the EGM. Any material developments will be announced on the Bursa Malaysia Securities Berhad and shareholders are advised to check the Company's announcement(s) made via Bursa Malaysia Securities Berhad regularly for updates on the EGM and/or material developments.

3. Submission of questions prior to the EGM

Shareholders are encouraged to submit their questions ahead of the EGM and email your questions to lhtang@pccsgroup.net, **latest by Friday, 18 February 2022 at 11:00 a.m.**

The Company will endeavour to answer your questions at the EGM if time permits or by email after the EGM. A written record of the questions and answers would be published in the Minutes of the EGM (to be uploaded by the Company in its corporate website in due course).

The EGM proceedings will focus on the proposed resolution with the view to minimising crowd gathering time in an enclosed environment.

4. Registration

- a. Please read the signage to ascertain the registration counter to register yourself for the EGM and join the queue accordingly.
- b. Please produce your original identity card ("IC") / passport to the Share Registrar for verification. Please make sure you collect your IC / passport thereafter.
- c. After the verification, you are required to write your name and sign on the attendance list placed at the registration counter.
- d. **NO** person will be allowed to register on behalf of another person even with the original IC / passport of that other person.

Should you require further assistance, kindly contact our Share Registrar, Mr. Wong Piang Yoong (Tel: +603-2084 9168 or email: Piang.Yoong.Wong@sshsb.com.my) or Ms. Norhasliliwati binti Abdullah Hashim (Tel: +603-2084 9163 or email: Lily@sshsb.com.my).

We thank you for your continued support.

Yours faithfully

Chan Choo Sing
Group Executive Chairman

10 February 2022