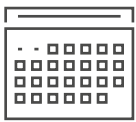




THREE-A RESOURCES BERHAD
199901006659 (481559-M) Incorporated in Malaysia

ADMINISTRATIVE GUIDE FOR THE NINETEENTH ANNUAL GENERAL MEETING (“19TH AGM”)

Date



21 June 2021
(Monday)

Time



10 a.m.

Broadcast Venue



12th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim,
Seksyen 13,
46200 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

Meeting Platform



<https://web.lumiagm.com>

Mode of Communication



Shareholders may pose questions and submit votes in real time whilst the meeting is in progress via <https://web.lumiagm.com>

Dear shareholders of Three-A Resources Berhad (“the Company”),

As a precautionary measure amid the COVID-19 outbreak, the 19th AGM of the Company will be conducted on a fully virtual basis through live streaming from the Broadcast Venue via the above Meeting Platform as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us.

In line with the Malaysian Code on Corporate Governance, Practice 12.3, by conducting a virtual meeting, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation.

With the Remote Participation and Electronic Voting (“RPEV”) facilities, you may exercise your right as a member of the Company to participate remotely (including pose questions to the Board of Directors and/or Management of the Company) and vote by way of electronic voting at the 19th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 19th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote remotely during the 19th AGM. The quality of the live webcast is highly dependent on the bandwidth and stability of the internet connectivity at the location of the participants.



Broadcast Venue

The venue of the Meeting is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue.

Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED** to be physically present nor will they be admitted at the Broadcast Venue on the day of the 19th AGM.



Entitlement to Participate in the Virtual AGM

In respect of deposited securities, only members whose names appear on the **Record of Depositors as at 14 June 2021** shall be eligible to participate and vote at the 19th AGM or appoint proxy(ies)/corporate representatives to participate and vote on his/her/their behalf.



Lodgement of Proxy Form

1. Shareholders are encouraged to go online, participate, and vote at the 19th AGM using RPEV facilities. Shareholders who are unable to join the 19th AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.
2. If you wish to participate in the 19th AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 19th AGM together with a proxy appointed by you.
3. The Proxy Form can be deposited with the Company's Share Registrars, Boardroom Share Registrars Sdn Bhd at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal at <https://boardroomlimited.my>, not later than forty-eight (48) hours before the commencement of the 19th AGM (i.e. not later than 19 June 2021 at 10 a.m.) which is free and available to all individual shareholders. For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below:




Revocation of Proxy

If you have submitted your Proxy Form prior to the 19th AGM and subsequently decide to appoint another person or wish to participate in the 19th AGM by yourself, please write to bsrhelpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 19th AGM. Upon revocation, your proxy(ies) will not be allowed to participate in the 19th AGM. In such an event, kindly advise your proxy(ies) accordingly.



Poll Voting (For Virtual AGM)

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn Bhd as Independent Scrutineers to verify the poll results.
2. During the 19th AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. For the purposes of the 19th AGM, the remote participation and e-Voting will be carried out via the following voting devices:
 - (a) Personal smart mobile phones;
 - (b) Tablets; or
 - (c) Laptops.
4. There are two (2) methods for members and proxies who wish to use their personal voting device to vote as follows:
 - (a) Launch Lumi Apps by scanning the QR Code provided in the email notification; or
 - (b) Using website URL <https://web.lumiagm.com>.
5. Members and proxies can login immediately after registering their attendance, but polling will only be opened after the announcement of the poll voting session open by the Chairman and until such time when the Chairman announces the closure of the poll.
6. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.
 - To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
 - To change your vote, simply select another voting direction.
 - If you wish to cancel your vote, please press "Cancel".
7. The Scrutineers will verify the poll result reports upon closing of the poll voting session by the Chairman. Scrutineers will pass the poll results to the Chairman thereafter and the Chairman will declare whether the resolution put to vote was successfully carried or not.



Electronic Lodgement of Form of Proxy

Step 1 Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement.)

- (a) Access website <https://boardroomlimited.my>.
- (b) Click <<Login>> and click <<Register>> to sign up as a user.
- (c) Complete the registration and upload a softcopy of your MyKAD/National Registration Identification Card (front and back) or Passport in JPEG or PNG format.
- (d) Please enter a valid email address and wait for Boardroom's email verification.
- (e) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 E-Proxy Lodgement

- (a) Access website <https://boardroomlimited.my>.
- (b) Login with your User ID and Password given above.
- (c) Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**THREE-A RESOURCES BERHAD NINETEENTH ANNUAL GENERAL MEETING**" and click "**APPLY**".
- (d) Read the terms & conditions and confirm the Declaration.
- (e) Enter your CDS Account Number and indicate the number of securities.
- (f) Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
- (g) Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your votes.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click submit



Remote Participation and Electronic Voting ("RPEV")

1. Please note that the RPEV facilities are available to:
 - (i) Individual member;
 - (ii) Corporate shareholder;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee
2. If you choose to participate in the 19th AGM, you will be able to view a live webcast of the 19th AGM proceedings, pose questions to the Board and/or Management of the Company, and submit your votes in real-time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password.

Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2. Submit a request for Remote Participation user ID and password.]

- (a) Access website <https://boardroomlimited.my>.
- (b) Click <<Login>> and click <<Register>> to sign up as a user.
- (c) Complete registration and upload softcopy of MyKAD/National Registration Identity Card (front and back) or Passport in JPEG or PNG format.
- (d) Please enter a valid email address and wait for Boardroom's email verification.
- (e) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 30 April 2021].

Individual Members

- Login to <https://boardroomlimited.my> using your user ID and password above.
- Select "**VIRTUAL MEETING**" from the main menu and select the correct Corporate Event "**THREE-A RESOURCES BERHAD NINETEENTH ANNUAL GENERAL MEETING**".
- Read and agree to the terms & conditions.
- Enter your CDS Account and thereafter submit your request.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of the Corporate Representative's MyKad/National Registration Identity Card (Front and Back) or Passport in JPEG or PNG format as well as his/her email address.

- (a) You will receive a notification from Boardroom that your request has been received and is being verified.
- (b) Upon system verification against the **Record of Depositors as at 14 June 2021** you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (c) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- (d) Please note that the closing time to submit your request is by **Saturday, 19 June 2021, at 10 a.m.** (forty-eight (48) hours before the 19th AGM).

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- (a) The Virtual Meeting Portal will be open for login starting one (1) hour before the commencement of the 19th AGM at **9 a.m. on 21 June 2021**.
- (b) Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2(c)).
- (c) The steps will also guide you on how to view the live webcast, ask questions and vote.
- (d) The live webcast will end and the Messaging window will be disabled upon announcement by the Chairman on the closure of the 19th AGM.





Live Webcast, Question and Voting at the Virtual AGM

The Login User Guide for participation, posing questions and voting at the 19th AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by shareholders which are related to the resolution to be tabled at the 19th AGM.

[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]

- (i) If you would like to view the live webcast, select the broadcast icon. 
- (ii) If you would like to ask a question during the AGM, select the messaging icon. 
- (iii) Type your message within the chatbox, once completed click the send button.

Shareholders may proceed to cast votes on the proposed resolution to be tabled at the 19th AGM, after the Chairman has opened the poll voting session on the resolution. Shareholders are reminded to cast their votes before the poll is closed.

No recording or photography of the 19th AGM proceedings is allowed without the prior written permission of the Company.



No Door Gift/ Vouchers or Souvenirs

There will be NO Door Gift/Vouchers or any souvenirs for shareholders/proxies/corporate representatives who participate at the 19th AGM.



Enquiry

Please email to the Company's Poll Administrator, Boardroom Share Registrars Sdn Bhd at bsr.helpdesk@boardroomlimited.com or call the helpdesk number at 03-7890 4700 if you have queries pertaining to the RPEV, prior to the 19th AGM.



Personal Data Privacy

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

