

**FOCUS POINT HOLDINGS BERHAD**  
**Registration No. 200901041088 (884238-U)**  
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF MEETING FOR THE  
TWELFTH ANNUAL GENERAL MEETING (“12<sup>TH</sup> AGM”)**

Date & Time : **Thursday, 27 May 2021 at 10.00 a.m.**

Broadcast Venue : **3<sup>rd</sup> Floor, Unit 7, Jalan PJU 1/37,  
Dataran Prima  
47301 Petaling Jaya, Selangor (“Broadcast Venue”)**

Meeting Platform : **TIIH Online website at <https://tiih.online>**

**MODE OF MEETING**

In view of the re-imposed of Movement Control Order by the Malaysia Government effective 12 May 2021 to curb the COVID-19 outbreak and as part of the safety measures, the 12<sup>th</sup> AGM of the Company will be conducted **entirely virtual through live streaming from the Broadcast Venue**. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and subsequently revised on 6 May 2021 including any amendment that may be made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the 12<sup>th</sup> AGM. Members/ proxies/ authorised representatives/ attorneys **WILL NOT BE ALLOWED** to attend the 12<sup>th</sup> AGM in person at the Broadcast Venue on the day of the 12<sup>th</sup> AGM.

All shareholders and proxies will have to register with our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online> from 18 May 2021 until the day of the 12<sup>th</sup> AGM on Thursday, 27 May 2021. Kindly refer to the Revised Administrative Guide for more information on the registration process. Please note that the Revised Administrative Guide supersedes the earlier Administrative Guide announced to the shareholders on 28 April 2021.

For shareholders/proxies who have pre-registered their attendance to attend the physical 12<sup>th</sup> AGM earlier, Tricor will automatically register you or your appointed proxy(ies) to join the RPV. An email will be sent to you by Tricor after verification of your registration against the General Meeting Record of Depositors dated 19 May 2021 and the said email will inform whether your registration for remote participation is approved or rejected.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 12<sup>th</sup> AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 12<sup>th</sup> AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Thank you for your continued support to the Company.

Yours faithfully

**FOCUS POINT HOLDINGS BERHAD**  
**DATO’ LIAW CHOON LIANG**  
President/ Chief Executive Officer

**18 May 2021**

**FOCUS POINT HOLDINGS BERHAD**  
**[Registration No. 200901041088 (884238-U)]**  
(Incorporated in Malaysia)

**REVISED ADMINISTRATIVE GUIDE FOR THE 12<sup>TH</sup> AGM**

**1. REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 12<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 12<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Tuesday, 25 May 2021 at 10.00 a.m.**

Representatives of corporate members (corporate representatives) must deposit their original certificate of appointment of corporate representative to Tricor not later than **Tuesday, 25 May 2021 at 10.00 a.m.** to participate via RPV in the 12<sup>th</sup> AGM.

Attorneys appointed by power of attorney must deposit their powers of attorney with Tricor not later than **Tuesday, 25 May 2021 at 10.00 a.m.** to participate via RPV in the 12<sup>th</sup> AGM.

**Shareholders who have appointed a proxy or attorney or authorised representative to participate at these 12<sup>th</sup> AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 12<sup>th</sup> AGM of Focus Point Holdings Berhad are fully virtual AGM, Members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

**2. PROCEDURE FOR RPV**

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 12<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE DAY OF 12<sup>th</sup> AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li></ul>

(b)	Submit your request	<ul style="list-style-type: none"> <li>• <b>Registration is open from 10.00 a.m. Tuesday, 18 May 2021 until the day of the 12<sup>th</sup> AGM, Thursday, 27 May 2021.</b> Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 12<sup>th</sup> AGM to ascertain their eligibility to participate in the 12<sup>th</sup> AGM using the RPV.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) FOCUSP 12<sup>th</sup> AGM 2021</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at <b>19 May 2021</b>, the system will send you an <b>e-mail after 25 May 2021 to approve or reject your registration for remote participation.</b> <i>(Note: Please allow sufficient time for the approval of new user of TIH Online as well as the registration for RPV in order that you can login to TIH Online and participate in the 12<sup>th</sup> AGM remotely).</i></li> </ul>
<b>ON THE DAY OF THE AGM (27 MAY 2021)</b>		
(c)	Login to TIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 12<sup>th</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of the 12<sup>th</sup> AGM on <b>Thursday, 27 May 2021 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) FOCUSP 12<sup>th</sup> AGM 2021</b>” to engage in the proceedings of the 12<sup>th</sup> AGM remotely.</li> <li>• If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the 12<sup>th</sup> AGM.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from <b>10.00 a.m. on Thursday, 27 May 2021</b> until a time when the Chairman announces the end of the voting session of the 12<sup>th</sup> AGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) FOCUSP 12<sup>th</sup> AGM 2021</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 12<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>

### Note to users of the RPV:

- (1) Should your application to join the 12<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to **TIIH Online** on the day of meeting will indicate your presence at the virtual meeting.
- (2) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- (3) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### 3. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositors as at **19 May 2021** shall be entitled to attend, speak and vote at the 12<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

### 4. APPOINTMENT OF PROXY

The 12<sup>th</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meetings via RPV on 27 May 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 12<sup>th</sup> 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 **Tuesday, 25 May 2021 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

### 5. ELECTRONIC LODGEMENT OF PROXY FORM

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

	Procedure	Action
<b>i. Steps for Individual Shareholders</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: <b>“FOCUSP 12<sup>th</sup> AGM - Submission of Proxy Form”</b>.</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>
<b>ii. Steps for corporation or institutional shareholders</b>		
(c)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiah.online">https://tiah.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
(d)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiah.online">https://tiah.online</a>.</li> <li>• Select the corporate exercise name: <b>“FOCUSP 12<sup>th</sup> AGM: Submission of Proxy Form”</b></li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate exercise name: <b>“FOCUSP 12<sup>th</sup> AGM: Submission of Proxy Form”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## 6. VOTING AT MEETING

The voting at the 12<sup>th</sup> AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor to conduct the poll voting electronically (“e-voting”) via Tricor e-Vote application (“Tricor e-Vote App”) and Asia Securities Sdn Bhd as Independent Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions at any time from the commencement of the 12<sup>th</sup> AGM at 10.00 a.m. but before the end of the voting session, which will be announced by the Chairman of the Meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

## 7. RESULTS OF THE VOTING

The resolutions proposed at the 12<sup>th</sup> AGM and the results of the voting would be announced at the 12<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Securities at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## 8. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board in advance of the 12<sup>th</sup> AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Tuesday, 25 May 2021 at 10.00 a.m.**. The Board will endeavor to answer the questions received at the 12<sup>th</sup> AGM.

## 9. NO DOOR GIFT/FOOD VOUCHER

There will be **NO** door gifts or food vouchers for attending the 12<sup>th</sup> AGM.

## 10. ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons :

(1) Pn. Azizah Kadir : +603-2783 9260 / Email : [Azizah@my.tricorglobal.com](mailto:Azizah@my.tricorglobal.com)

(2) Ms. Christine Cheng : +603-2783 9265 / Email : [Christine.Cheng@my.tricorglobal.com](mailto:Christine.Cheng@my.tricorglobal.com)

(3) En. Nor Haziq Fikri : +603-2783 9242 / Email : [Nor.Haziq.Fikri@my.tricorglobal.com](mailto:Nor.Haziq.Fikri@my.tricorglobal.com)