



PLASTRADE TECHNOLOGY BERHAD
(Company No.: 200201023414 / 591077-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING

Date : Friday, 30 October 2020
Time : 10.30 a.m.
Venue : Tioman Room, 2nd Floor, Bukit Jalil Golf & Country Resort, Jalan Jalil Perkasa 3,
Bukit Jalil, 57000 Kuala Lumpur

General Meeting Arrangements

Due to the constant evolving Coronavirus Disease (“COVID-19”) situation in Malaysia, we may change the arrangements of our Extraordinary General Meeting (“EGM”). Kindly check the Company’s website or announcements from time to time for the latest updates on the status or changes to the EGM arrangement.

Safeguard measures due to COVID-19 Outbreak

1. In the interest of the public health including the well-being of our shareholders, shareholders must cooperate with the precautionary measures put in place by the Company should shareholders or proxies wish to attend the EGM in person. The Company will observe the directives, safety and precautionary requirements as prescribed by the Government, amongst others, the Ministry of Health, the Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
2. Body temperature will be taken for all persons before entering the meeting venue. A shareholder or proxy who has temperature above 37.5°C or exhibits flu-like symptoms will not be permitted to enter and attend the EGM.
3. You are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote for and on your behalf at the forthcoming EGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote for and on your behalf.
4. The Company reserves the right to limit the total number of physical attendees in the EGM pursuant to the requirements by the relevant authorities. Hence, the entrance to the meeting venue is based on a first-come-first-serve basis.

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Pre- Registration

1. You are required to pre-register your attendance ahead of the EGM in order to allow Plastrade Technology Berhad to make necessary arrangements for this meeting.
2. In order to pre-register your physical attendance to the EGM, you are required to complete the Pre-Registration Form together with the Health Declaration Form enclosed herein. A copy of the Pre-Registration Form together with the Health Declaration Form will be available at plastrade.com.my/investor-relations/ starting 9 October 2020.

Please note that submission of the completed forms shall only be accepted between 9 October 2020 until 10.30 a.m. on 29 October 2020.

Registration on Meeting Date

All the shareholders/proxy(ies) who wish to attend the EGM are required to register and follow the procedures as summarised below.

1. Registration will start at 9.30 a.m. on Friday, 30 October 2020.
2. Kindly produce your original MyKad/Passport (for foreigners) to the registration personnel at the registration counter for verification.
3. You are required to practice social distancing of 1 meter and only allowed to sit at the place arranged by the Company.
4. Upon verification, you are required to sign on the Attendance List prepared by the officer at the registration counter.
5. After registration, you will be given an identification wristband which allow you to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
6. No person will be allowed to register for and on behalf of another person, even with the original MyKad/Passport of that person.
7. Please vacate the registration area immediately after registration.

Poll Voting

1. In accordance with Rule 8.31A(1) of Ace Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the EGM will be conducted by poll. A Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll.
2. During the verification of votes by the Independent Scrutineers, you are required to maintain social distancing of 1 meter.

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3. Upon completion of the voting session for the EGM, the Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolutions are carried.

Enquiry

If you have any queries relating to the EGM prior to the date of the Meeting, please contact the following:-

- Share Registrar, Shareworks Sdn. Bhd. at +603 6201 1120 during office hours, i.e. from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays); or email your queries to sharereg@shareworks.com.my
- Company Secretary, Datamet Merchant Consultants Sdn. Bhd. at +603 2715 5569 during office hours, i.e. from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays); or email your queries to contact@datamet.com.my



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PRE - REGISTRATION EXTRAORDINARY GENERAL MEETING

REGISTRATION / HEALTH DECLARATION FORM

Any dishonesty may result in legal action. Thank you for your understanding and cooperation in adhering to this policy

* Note: Information captured is used for contact tracing if required

Email address

FULL NAME as shown in NRIC/Passport

CDS ACCOUNT NO.

CONTACT NO.

Purpose of Visit

EXTRAORDINARY GENERAL MEETING

Have you had close contact with a person who is formally determined to have COVID-19 by the Ministry of Health in the last 14 days?

Yes
 No

Is your household members being issued with a Home Quarantine Order?

Yes
 No
 If yes, please state _____

I hereby declare that the information given above is correct and true to the best knowledge and aware that any dishonesty may result in legal action

Agreed

Signature of shareholder: _____

Date: _____

Fold this flap for sealing

Then fold here

AFFIX STAMP

The Share Registrar
PLASTRADE TECHNOLOGY BERHAD (200201023414 / 591077-X)
c/o ShareWorks Sdn Bhd (199101019611 / 229948-U)
No. 2-1, Jalan Sri Hartamas 8,
Sri Hartamas,
50480 Kuala Lumpur,
Wilayah Persekutuan, Malaysia

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