



## PLASTRADE TECHNOLOGY BERHAD

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

Date: 23 October 2020

To: Valued Shareholders of Plastrade Technology Berhad

### **NOTIFICATION TO SHAREHOLDERS OF THE FULLY VIRTUAL EXTRAORDINARY GENERAL MEETING OF PLASTRADE TECHNOLOGY BERHAD ("THE COMPANY")**

On 9 October 2020, the Company had announced that its Extraordinary General Meeting ("EGM") is scheduled to be held on 30 October 2020.

On 12 October 2020, the Government of Malaysia announced the enforcement of the Conditional Movement Control Order ("CMCO") in Selangor, Kuala Lumpur and Putrajaya effective from 14 October 2020 to 27 October 2020 to curb the spread of the Coronavirus Disease ("COVID-19") infection in Malaysia.

In view of the above and as part of safety measures, the Board of Directors ("Board") has decided that the EGM of the Company will be held fully virtual via Remote Participation and Voting ("RPV").

All the details of the EGM to be held on **Friday, 30 October 2020 at 10.30 a.m.** shall remain unchanged and valid save for the broadcast venue at **No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan**. Hence, no revised Notice and Proxy Form will be issued.

#### Broadcast Venue:

Do note that the broadcast venue is strictly for the purpose of compliance with Section 327 (2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the EGM. NO SHAREHOLDERS or PROXIES or CORPORATE REPRESENTATIVES or ATTORNEYS shall be physically present nor be admitted at the broadcast venue on the day of the EGM.

#### Proxy Forms

The proxy forms that had been deposited at the office of the Company's Share Registrar for the EGM remain valid. However, please inform your proxies, corporate representatives or attorneys to register for the EGM at the Share Registrar's website at [www.swsb.com.my](http://www.swsb.com.my).

Please refer to the "Administrative Guide for the Shareholders" at our website at [www.plastrade-technology.com](http://www.plastrade-technology.com) or contact the Company's Share Registrar, ShareWorks Sdn. Bhd. at +603 6201 1120 or send your enquiry to [enquiry@shareworks.com.my](mailto:enquiry@shareworks.com.my) for further details on the virtual EGM.

By Order of the Board

**CHIN LI THING (MAICSA 7044467)**  
**(SSM PC NO. 201908000022)**  
Company Secretary

Kuala Lumpur, 23 October 2020



**PLASTRADE TECHNOLOGY BERHAD**  
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**ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING**

- Meeting Date : Friday, 30 October 2020
- Time : 10.30 a.m.
- Meeting Platform : [www.swsb.com.my](http://www.swsb.com.my)
- Mode of Communication : Shareholders may submit questions to the Board of Directors (“Board”) prior to the Extraordinary General Meeting (“EGM”) to [general.enquiry@ptbgroup.my](mailto:general.enquiry@ptbgroup.my) not later than 10.30 a.m. on 28 October 2020 or to use the Question and Answer (“Q&A”) Platform to transmit questions to the Board via Remote Participation and Voting (“RPV”) facilities during live streaming.
- Broadcast Venue : No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur

**MODE OF MEETING**

The EGM will be conducted entirely through live streaming from the Broadcast Venue.

We strongly encourage you to use the RPV facilities to participate in the EGM as a way for us to jointly share the responsibility to minimise the risk of Covid-19 infections. Hence, **no Shareholders/Proxies/Corporate Representatives/Attorneys** from the public will be allowed to be physically present at the Broadcast Venue on the day of the EGM.

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

1. Please note that the RPV Facilities is available to :

- (i) Individual members;
  - (ii) Proxy holders;
  - (iii) Corporate shareholders;
  - (iv) Authorised Nominees; and
  - (v) Exempt Authorised Nominees.
- } (“The Participant(s)”)

2. The EGM will be conducted through live streaming and online remote voting. The Participant(s) is/are encouraged to attend the EGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a shareholder of the Company to participate (including to post questions to the Board) and vote remotely at the EGM.

3. Shareholders who are not able to participate in the EGM are encouraged to appoint the Chairman of the Meeting to vote on your behalf at the EGM by completing and indicating the voting instruction in the proxy form which is available at [www.swsb.com.my](http://www.swsb.com.my) or our website at [www.plastrade-technology.com](http://www.plastrade-technology.com).
4. Proxies or Corporate Representatives/Authorised Nominees/Exempt Authorised Nominees who wishes to use the RPV Facilities at the EGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are to be submitted to the Share Registrar, ShareWorks Sdn Bhd (“ShareWorks”) as follows not later than **28 October 2020 at 10.30 a.m.**:-
  - (a) Deposit Hardcopy of Proxy Form  
Share Registrar, ShareWorks Sdn Bhd at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan
  - (b) Deposit of Proxy Form Electronically  
Share Registrar, ShareWorks Sdn Bhd at [proxy@shareworks.com.my](mailto:proxy@shareworks.com.my)
5. The Participant(s) is/are to read and follow the procedures for the RPV Facilities as summarised below:-

	Procedures	Action
<b>Before the day of EGM</b>		
(i)	Register as a user	<ul style="list-style-type: none"> <li>• Access website <a href="http://www.swsb.com.my">www.swsb.com.my</a></li> <li>• Click “<b>Login</b>” and click “<b>Register</b>” to sign up as a user.</li> <li>• Complete the registration process and upload softcopy of MyKAD (front and back) or Passport.</li> <li>• Read and agree to the terms &amp; condition and thereafter submit your request.</li> <li>• Upon submission, kindly login to the valid email address and verify your user ID within one hour.</li> <li>• Upon verification of the user ID, ShareWorks will send an email notification to approve you as a user.</li> </ul>
<b>On the day of EGM</b>		
(ii)	Login to <a href="http://www.swsb.com.my">www.swsb.com.my</a>	Login with your user ID and password for remote participation at the EGM at any time from 10.00 a.m. i.e. 30 minutes before the commencement of EGM on 30 October 2020 at 10.30 a.m.

<b>On the day of EGM</b>		
	<b>Procedures</b>	<b>Action</b>
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the “<b>Virtual Meeting</b>” from main menu.</li> <li>• Click the “<b>Join Meeting</b>” located next to the event.</li> <li>• Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming.</li> <li>• If you have any question for the Chairman/ Board, you may use the Q&amp;A platform to transmit your question. The Chairman/Board will try to respond to all questions submitted by remote participants during the EGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended.</li> <li>• Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.</li> </ul>
(iv)	Online remote voting	<ul style="list-style-type: none"> <li>• Select “<b>Voting</b>” located next to the “<b>Join Meeting</b>” and indicate your votes for the resolutions that are tabled for voting.</li> <li>• Voting session will commence once the Chairman of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the EGM.</li> <li>• Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(v)	End of RPV Facilities	<ul style="list-style-type: none"> <li>• The RPV Facilities will end and the messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the EGM.</li> </ul>

#### **NO FOOD PACK & DOOR GIFT**

- There will be **NO DISTRIBUTION** of food packs or door gifts during the EGM as the meeting will be conducted on fully virtual basis.

#### **GENERAL MEETING RECORD OF DEPOSITORS**

- For the purpose of determining a member who shall be entitled to attend the EGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 55(2) of the Company’s Constitution and the Securities Industry (Central Depositories) Act, 1996 to issue a General Meeting Record of Depositors as at 23 October 2020. Only a depositor whose name appears on the Record of Depositors as at 23 October 2020 shall be entitled to attend the said meeting remotely or appoint proxies to attend remotely and vote on his/her behalf.

## **POLL VOTING**

- Pursuant to Rule 8.31A(1) of the Ace Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the EGM of the Company shall be put to vote by way of a poll. The Company has appointed ShareWorks as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn Bhd as Independent Scrutineers to verify the poll results. Shareholders can proceed to vote on the resolution before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iv) of the above Procedures section for guidance on how to vote remotely from the Share Registrar website ([www.swsb.com.my](http://www.swsb.com.my)). The Independent Scrutineers will verify the poll results followed by the Chairman's declaration on whether the resolution is duly passed.

## **RESULTS OF THE VOTING**

- The results of the voting for all resolutions will be announced at the EGM and on Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com)

## **RECORDING OR PHOTOGRAPHY**

- Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

## **ENQUIRY**

- If you have any enquiry prior to the virtual meeting, please contact Mr S.Q. Kou or Mr W.L. Fong during office hours from 9.00 a.m. to 5.00 p.m. on Monday to Friday:

### **ShareWorks Sdn Bhd**

2-1 Jalan Sri Hartamas 8, Sri Hartamas

50480 Kuala Lumpur.

Telephone Number : 03-6201 1120

Fax Number : 03-6201 3121

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