

## NOTICE OF THIRTY-SEVENTH ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Thirty-Seventh Annual General Meeting (“37th AGM” or “Meeting”) of **FITTEERS DIVERSIFIED BERHAD** (“FITTEERS” or “the Company”) will be held on a fully virtual basis and entirely via remote participation and voting through live streaming and online remote voting using Remote Participation and Electronic Voting facilities via the online meeting platform at <https://www.dvote.my> (Domain registration number with MYNIC: D6A434007) on Friday, 22 September 2023 at 10:00 a.m. or at any adjournment thereof, to transact the following businesses:

### AGENDA

#### AS ORDINARY BUSINESS:

- To receive the Audited Financial Statements for the financial year ended 31 March 2023 together with the Reports of the Directors and Auditors thereon.
- To approve the payment of Directors’ fees and/or benefits of up to RM300,000.00 for the period commencing from the date immediately after the 37th AGM until the next Annual General Meeting (“AGM”) of the Company.
- To re-elect the following Directors who retire pursuant to Clause 87 of the Company’s Constitution:-
  - Mr. Hoo Swee Guan
  - Dato’ Sri Gan Chow Tee
- To re-appoint ChengCo PLT as Auditors of the Company until the conclusion of the next AGM and to authorise the Directors to fix their remuneration.

#### AS SPECIAL BUSINESS:

To consider and if thought fit, pass with or without any modifications, the following resolutions:

#### 5. GENERAL AUTHORITY FOR THE DIRECTORS TO ISSUE AND ALLOT SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT 2016 (“ACT”)

“THAT subject always to the Constitution of the Company, the Act, the Main Market Listing Requirements (“Listing Requirements”) of Bursa Malaysia Securities Berhad (“Bursa Securities”) and the approvals of the relevant governmental/regulatory authorities, where required, the Directors of the Company, be and are hereby authorised and empowered pursuant to Sections 75 and 76 of the Act, to issue and allot new ordinary shares in the Company (“Shares”) to such persons, at any time, and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, provided that the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares of the Company (excluding treasury shares, if any) at any point of time (“Mandate”) AND THAT the Directors be and also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Securities AND THAT the Mandate shall continue in force until the conclusion of the next AGM of the Company held next after the approval was given or at the expiry of the period within which the next AGM is required to be held after the approval was given, whichever is the earlier.

THAT pursuant to Section 85 of the Act read together with the Company’s Constitution, approval be given to waive the statutory pre-emptive rights conferred upon the shareholders of the Company AND THAT the Board of Directors is exempted from the obligation to offer such new Shares first to the existing shareholders of the Company in respect of the issuance and allotment of new Shares pursuant to the Mandate.

AND FURTHER THAT the new Shares to be issued pursuant to the Mandate, shall, upon issuance and allotment, rank pari passu in all respects with the existing shares of the Company, save and except that they shall not be entitled to any dividends, rights, allotments and/or any other forms of distribution that which may be declared, made or paid before the date of allotment of such new Shares.”

#### 6. PROPOSED RENEWAL OF THE AUTHORITY FOR THE COMPANY TO PURCHASE ITS OWN SHARES OF UP TO TEN PER CENTUM (10%) OF ITS TOTAL NUMBER OF ISSUED SHARES (“PROPOSED RENEWAL OF SHARE BUY-BACK AUTHORITY”)

“THAT subject always to the Act, provisions of the Constitution of the Company, the Listing Requirements of Bursa Securities and all prevailing laws, rules, regulations, orders, guidelines and requirements for the time being in force, approval and authority be and are hereby given to the Directors of the Company (“Directors”), to the extent permitted by law, to purchase and/or hold such number of Shares as may be determined by the Directors from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit, necessary and expedient in the interest of the Company, provided that:-

- the maximum aggregate number of Shares which may be purchased and/or held as treasury shares does not exceed ten per centum (10%) of the total number of issued shares of the Company at any point in time subject to compliance with the Act, the Listing Requirements of Bursa Securities and/or any other relevant authorities;
- the maximum amount of funds to be allocated for the Proposed Renewal of Share Buy-Back Authority shall not exceed the aggregate of the retained profits of the Company; and
- the Shares purchased pursuant to the Proposed Renewal of Share Buy-Back Authority are to be treated in any of the following manners:-
  - cancel the purchased Shares; or
  - retain the purchased Shares as treasury shares for distribution as share dividends to the shareholders of the Company and/or resell in accordance with the relevant rules of Bursa Securities and/or be cancelled subsequently and/or transfer under an employees’ share scheme and/or transfer as purchase consideration; or
  - retain part of the purchased Shares as treasury shares and cancel the remainder.

AND THAT such authority shall commence immediately upon the passing of this resolution until:-

- the conclusion of the next AGM of the Company following the general meeting at which this resolution is passed, at which time it shall lapse, unless the authority is renewed by a resolution passed at the next AGM; or
- the expiration of the period within the next AGM after the date it is required by law to be held; or
- revoked or varied by ordinary resolution passed by the shareholders of the Company at a general meeting of the Company,

whichever occurs first, but not so as to prejudice the completion of the purchase(s) of the Shares by the Company before the aforesaid expiry date and made in any event, in accordance with the provisions of the guidelines issued by Bursa Securities and any prevailing laws, rules, regulations, orders, guidelines and requirements issued by any other relevant government and/or regulatory authorities.

AND FURTHER THAT, the Directors be and are hereby authorised to take all such steps as are necessary or expedient to implement, finalise, complete or to effect the Proposed Renewal of Share Buy-Back Authority with full powers to assent to any conditions, modifications, resolutions, variations and/or amendments (if any) as may be imposed by the relevant authorities and to do all such acts and things as they may deem fit and expedient in the best interest of the Company to give effect to and to complete the purchase of the Shares.”

#### 7. PROPOSED AMENDMENTS TO THE CONSTITUTION OF THE COMPANY

“THAT the proposed amendments to the Constitution of the Company as set out in “Appendix A”, be approved and adopted with immediate effect AND THAT the Directors and/or Secretaries of the Company be authorised to take all steps as are necessary and expedient in order to implement, finalise and give full effect to the said proposed amendments for and on behalf of the Company.”

- To transact any other business of which due notice shall have been given.

By order of the Board

TEA SOR HUA (MACS 01324) (SSM PC No.: 201908001272)  
LEE SIEW FUN (MAICS 7063623) (SSM PC No. 202008000735)  
Company Secretaries

Petaling Jaya, Selangor Darul Ehsan  
31 July 2023

#### Notes:

#### Ordinary Resolution 1

#### Ordinary Resolution 2

#### Ordinary Resolution 3

#### Ordinary Resolution 4

#### Ordinary Resolution 5

#### Ordinary Resolution 6

#### Special Resolution

#### Notes:

- A member who is entitled to be present, participate, speak and vote at the Meeting shall be entitled to appoint not more than one (1) proxy to attend and vote at the Meeting in his/her stead. Where a member appoints more than one (1) proxy, he/she shall specify the proportion of his/her shareholdings to be represented by each proxy.
- A proxy may, but need not, be a member of the Company. A member may appoint any person to be his proxy. A proxy appointed to attend and vote at the Meeting shall have the same rights as the member to speak and vote at the Meeting.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under its common seal or under the hand of an officer or attorney duly authorised.
- Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, it may appoint one (1) proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
- Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account (“omnibus account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. The appointment of multiple proxies shall not be valid unless the proportion of its shareholdings represented by each proxy is specified.
- For the purpose of determining a member who shall be entitled to attend the Meeting, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. in accordance with Clause 65 of the Company’s Constitution to issue the General Meeting Record of Depositors as at 15 September 2023. Only members whose names appear in the General Meeting Record of Depositors as at 15 September 2023 shall be regarded as members and entitled to attend, speak and vote at the Meeting.
- The instrument appointing a proxy may be made in the following manner and must be deposited not less than forty-eight (48) hours before the time appointed for holding the Meeting or adjourned thereof at which the person named in the appointment proposes to vote:-
  - In hard copy form  
In the case of an appointment made in hard copy form, the Proxy Form must be deposited with Share Registrar’s office, Sectrars Management Sdn. Bhd. at Lot 9-7, Menara Sentral Vista, No. 150, Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur, Wilayah Persekutuan, Malaysia.
  - By electronic form  
The Proxy Form can be electronically lodged by email to [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com). Kindly refer to the Administrative Notes on the procedures for electronic lodgement of the Proxy Form.
- All the resolutions as set out in this Notice of the Meeting will be put to vote by poll.

#### EXPLANATORY NOTES TO ORDINARY AND SPECIAL BUSINESS

#### 1. Item 1 of the Agenda – Audited Financial Statements for the financial year ended 31 March 2023

The Agenda is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval of the shareholders for the audited financial statements. Hence, this Agenda is not put forward for voting.

#### 2. Item 2 of the Agenda – Directors’ Fees and/or Benefits

Pursuant to Section 230(1) of the Act, the directors’ fees and any benefits payable to the Directors of a listed company and its subsidiaries shall be approved by the shareholders at a general meeting. This resolution is to facilitate payment of Directors’ fees and/or benefits for the period commencing from the date immediately after the 37th AGM until the date of the next AGM of the Company.

In the event the proposed amount is insufficient due to more meetings or an enlarged Board size, approval will be sought at the next AGM for such shortfall.

#### 3. Item 3 of the Agenda – Re-election of Directors

Clause 87 of the Company’s Constitution provides that one-third (1/3) of the Directors of the Company for the time being or, if their number is not three (3) or a multiple of three (3), then the number nearest to one-third (1/3) shall retire from office and be eligible for re-election PROVIDED ALWAYS THAT all Directors shall retire from office at least once every three (3) years but shall be eligible for re-election. Hence, two (2) out of five (5) Directors of the Company are to retire pursuant to Clause 87 of the Company’s Constitution.

Mr. Hoo Swee Guan and Dato’ Sri Gan Chow Tee will retire by rotation pursuant to Clause 87 of the Company’s Constitution. All of the retiring Directors being eligible, have offered themselves for re-election at the 37th AGM.

The Board has endorsed the Nomination and Remuneration Committee’s recommendation to seek shareholders’ approval to re-elect all the retiring Directors as they possess the required skill sets to facilitate and contribute to the Board’s effectiveness and value.

The retiring Directors had abstained from all deliberations and decisions on their own eligibility to stand for re-election at the Board meeting.

The details and profiles of the respective Directors are provided in the Profile of Directors on Pages 24 to 28 of the Company’s Annual Report 2023.

#### 4. Item 5 of the Agenda – General Authority for the Directors to issue and allot shares pursuant to Sections 75 and 76 of the Act

The Ordinary Resolution 5 proposed under item 5 of the Agenda, is a renewal of the general mandate for issuance and allotment of shares by the Company pursuant to Sections 75 and 76 of the Act. This Ordinary Resolution, if passed, will provide flexibility for the Company and empower the Directors to issue and allot new shares in the Company up to an amount not exceeding in total ten per centum (10%) of the total number of issued shares of the Company for such purposes as the Directors consider would be in the interest of the Company. This would avoid any delay and cost involved in convening a general meeting to approve the issuance and allotment of such shares. This authority, unless revoked or varied by the Company at a general meeting, will expire at the conclusion of the next AGM or the expiration of the period within which the next AGM is required by law to be held, whichever is earlier.

This general mandate will provide flexibility to the Company for issuance and allotment of shares for any possible fund-raising activities, including but not limited to further placing of shares, for the purpose of funding future investment project(s), working capital and/or acquisition(s).

As at the date of this Notice, no new shares in the Company were issued and allotted pursuant to the mandate granted to the Directors at the last AGM held on 22 September 2022 which will lapse at the conclusion of the Meeting.

Pursuant to Section 85 of the Act and the Company’s Constitution, shareholders have pre-emptive rights to be offered any new shares in the Company which rank equally to the existing issued shares in the Company. This Ordinary Resolution 5, if passed, will exclude the shareholders’ pre-emptive right to be offered new shares to be issued by the Company.

#### 5. Item 6 of the Agenda – Proposed Renewal of Share Buy-Back Authority

The Ordinary Resolution 6 proposed under item 6 of the Agenda is to renew the shareholders’ mandate for the share buy-back by the Company. The said proposed renewal of shareholders’ mandate will empower the Directors to buy-back and/or hold up to a maximum of ten per centum (10%) of the Company’s total number of issued shares at any point in time, by utilising the amount allocated which shall not exceed the total retained profits of the Company. This authority unless revoked or varied by the Company at a general meeting, will expire at the conclusion of the next AGM, or the expiration of the period within which the next AGM is required by law to be held, whichever is earlier.

Please refer to the Share Buy-Back Statement dated 31 July 2023 contained in the Company’s Annual Report 2023 for further details.

#### 6. Item 7 of the Agenda – Proposed Amendments to the Constitution of the Company (“Proposed Amendments”)

The Proposed Amendments are mainly to streamline the Constitution with the relevant regulatory requirements as well as to enhance administrative efficiency.

The Proposed Amendments shall take effect once the special resolution has been passed by a majority of not less than seventy-five per centum (75%) of such members who are entitled to vote and do vote in person or by proxy at the Meeting.

## APPENDIX A

### PROPOSED AMENDMENTS TO THE CONSTITUTION OF FITTERS DIVERSIFIED BERHAD (“THE COMPANY”)

This is Appendix A referred to in Agenda 7 of the Notice of Thirty-Seventh Annual General Meeting (“37<sup>th</sup> AGM”) of the Company dated 31 July 2023.

Clause No.	Existing Clause	Proposed Clause
56  <i>Offer of new Shares</i>	<p>Subject to any direction to the contrary that may be given by the Company in general meeting, any new shares or other convertible Securities from time to time to be created shall, before they are issued, be offered to such persons as at the date of the offer are entitled to receive notices from the Company of general meetings in proportion, as nearly as the circumstances admit, to the amount of the existing shares or Securities to which they are entitled. The offer shall be made by notice specifying the number of shares or Securities offered, limiting a time within which the offer, if not accepted, will be deemed to be declined, and, after the expiration of that time, or on the receipt of any intimation from the person to whom the offer is made that he declines to accept the shares or Securities offered, the Directors may dispose of those shares and/or Securities in such manner as they think most beneficial to the Company. The Directors may likewise so dispose of any new shares and/or Securities which (by reason of the ratio which the new shares or Securities bear to shares or Securities held by persons entitled to any offer of new shares or Securities) cannot, in the opinion of the Directors be conveniently offered under this Constitution. Notwithstanding the above, the Directors shall not be required to offer any new ordinary shares for the time being unissued and not allotted and any new shares or other convertible securities from time to time to be created to the holders of the existing shares where the said shares or securities are to be issued as consideration or part consideration for the acquisition of shares or assets by the Company.</p>	<p>Subject to any direction to the contrary that may be given by the Company in general meeting, any new shares or other convertible Securities from time to time to be created shall, before they are issued, be offered to such persons as at the date of the offer are entitled to receive notices from the Company of general meetings in proportion, as nearly as the circumstances admit, to the amount of the existing shares or Securities to which they are entitled. The offer shall be made by notice specifying the number of shares or Securities offered, limiting a time within which the offer, if not accepted, will be deemed to be declined, and, after the expiration of that time, or on the receipt of any intimation from the person to whom the offer is made that he declines to accept the shares or Securities offered, the Directors may dispose of those shares and/or Securities in such manner as they think most beneficial to the Company. The Directors may likewise so dispose of any new shares and/or Securities which (by reason of the ratio which the new shares or Securities bear to shares or Securities held by persons entitled to any offer of new shares or Securities) cannot, in the opinion of the Directors be conveniently offered under this Constitution. Notwithstanding the above, the Directors shall not be required to offer any new ordinary shares for the time being unissued and not allotted and any new shares or other convertible securities from time to time to be created to the holders of the existing shares where the said shares or Securities are to be issued as consideration or part consideration for the acquisition of shares or assets by the Company.</p>

APPENDIX A  
(CONT'D)

Clause No.	Existing Clause	Proposed Clause
		<p>For the avoidance of doubt, where the approval of Members is obtained in a general meeting for any issuance of shares or convertible securities, including approvals obtained for implementation of a scheme that involves a new issuance of shares or other convertible securities to employees of the Company and its subsidiaries and approval obtained under Sections 75 and 76 of the Act, such approval shall be deemed to be a direction to the contrary given in general meeting which will render the pre-emptive rights above inapplicable. In any case and in respect of any issuance of shares or convertible securities, the pre-emptive rights of Members are strictly as contained in the Constitution and accordingly, the provisions of Section 85 of the Act in respect of pre-emptive rights to new shares, shall not apply and the Company is not required to offer new shares or convertible securities in proportion to the shareholdings of the existing Members.</p>
<p>128A</p> <p><i>Validity of Electronic / Digital Signature</i></p>	<p>New provision</p>	<p>For the avoidance of doubt, any document or instrument transmitted by any technology purporting to include a signature and/or electronic or digital signature of any of the following persons:</p> <ul style="list-style-type: none"> <li>(a) a holder of Shares;</li> <li>(b) a Director (including Alternate Director);</li> <li>(c) a committee member;</li> <li>(d) in the case of a corporation, which is a holder of shares, its director or secretary or a duly appointed attorney or duly authorised representative,</li> </ul> <p>shall in the absence of express evidence to the contrary available to the person relying on such document or instrument at the relevant time, be deemed to be a document or instrument signed by such person in the terms in which it is received.</p>

## ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL THIRTY-SEVENTH ANNUAL GENERAL MEETING ("37<sup>TH</sup> AGM" OR "MEETING") OF FITTERS DIVERSIFIED BERHAD ("FITTERS" OR "THE COMPANY")

<b>Meeting Day, Date</b>	: Friday, 22 September 2023
<b>Time</b>	: 10:00 a.m.
<b>Online Meeting Platform</b>	: <a href="https://www.dvote.my">https://www.dvote.my</a> (Domain registration number with MYNIC: D6A434007)
<b>Depository of Proxy Form</b>	: (i) <u>In hard copy form</u> In the case of an appointment made in hard copy form, the Proxy Form must be deposited with Share Registrar's office, Sectrars Management Sdn. Bhd. at Lot 9-7, Menara Sentral Vista, No. 150, Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur, Wilayah Persekutuan, Malaysia.  (ii) <u>By electronic form</u> The Proxy Form can be electronically lodged by email to <a href="mailto:dvoteservice@gmail.com">dvoteservice@gmail.com</a> . Kindly refer to the Administrative Notes on the procedures for electronic lodgement of the Proxy Form.

### REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV") FACILITIES

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "participate") remotely at the 37<sup>th</sup> AGM using the RPEV Facilities provided by Dvote Services Sdn. Bhd. ("**Dvote**") via its **Dvote Online Portal** at <https://www.dvote.my>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 37<sup>th</sup> AGM via RPEV Facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPEV Facilities at Dvote Online Portal at <https://www.dvote.my>.

As the 37<sup>th</sup> AGM will be held as a fully virtual meeting, shareholders who are unable to participate in this 37<sup>th</sup> AGM via RPEV Facilities may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

### ENTITLEMENT TO PARTICIPATE AND VOTE AT THE 37<sup>TH</sup> AGM

In respect of deposited securities, only members whose names appear in the Record of Depositors on **15 September 2023** (Annual General Meeting Record of Depositors) shall be eligible to participate in the 37<sup>th</sup> AGM or to appoint proxy(ies) to participate and/or vote on his/her behalf.

### PROXY FORM(S)

Shareholders who are unable to participate in our 37<sup>th</sup> AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.

Please take note that you **must** complete the Proxy Form for the 37<sup>th</sup> AGM should you wish to appoint a proxy(ies).

The instrument appointing a proxy may be made in the following manner and must be deposited not less than forty-eight (48) hours before the time appointed for holding the Meeting or adjourned thereof at which the person named in the appointment proposes to vote:-

- (i) In hard copy form  
In the case of an appointment made in hard copy form, the Proxy Form must be deposited with Share Registrar's office, Sectrars Management Sdn. Bhd. at Lot 9-7, Menara Sentral Vista, No. 150, Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur, Wilayah Persekutuan, Malaysia.
- (ii) By electronic form  
The Proxy Form can be electronically lodged by email to [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com). Kindly refer to the Administrative Notes on the procedures for electronic lodgement of the Proxy Form.

## ADMINISTRATIVE NOTES (CONT'D)

### VOTING PROCEDURES

The voting at the 37<sup>th</sup> AGM 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 Dvote as Poll Administrator to conduct the poll by way of electronic voting or online remote voting ("**e-voting**").

Kindly refer to item (2) below on the Procedures for RPEV Facilities for guidance on how to vote remotely from Dvote Online website at <https://www.dvote.my>.

During the 37<sup>th</sup> AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman of the Meeting calls for the poll to be opened and until such time when the Chairman of the Meeting announces the closure of the poll.

For the purposes of the 37<sup>th</sup> AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the poll session, the Scrutineers will verify the poll results followed by the declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

Kindly follow the steps below on how to register, request for login ID and password:-

#### 1. REMOTE PARTICIPATION AND E-VOTING FACILITIES

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "**Participate**") remotely at the 37<sup>th</sup> AGM using RPEV Facilities provided by Dvote via its Dvote Online website at <https://www.dvote.my>. Please refer to the Procedures for RPEV Facilities.

#### 2. PROCEDURES FOR RPEV FACILITIES

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the 37<sup>th</sup> AGM remotely using the RPEV Facilities are to follow the requirements and procedures as summarised below:

BEFORE MEETING DAY		
A. USER REGISTRATION		
Procedure	Action	
(a) Sign-up as a user with <b>Dvote Online</b>	<p><i>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</i></p> <ul style="list-style-type: none"> <li>Access the website at <a href="https://www.dvote.my">https://www.dvote.my</a></li> <li>Click on [<b>Sign up</b>] to register as a new user with Dvote Online.</li> <li>Complete registration and upload softcopy of Malaysia Identification card (front and Back) or passport (foreigner(s)).</li> </ul> <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>	
(b) Register Meeting with <b>Dvote Online</b>	<ul style="list-style-type: none"> <li>Registration for Remote Participation will remain open from <b>18 September 2023</b> until the commencement of the polling during the 37<sup>th</sup> AGM.</li> <li>Login to <a href="https://www.dvote.my">https://www.dvote.my</a> with your user ID (i.e.: email address) and password.</li> <li>Select event: "<b>FITTERS Diversified Berhad – 37<sup>th</sup> Annual General Meeting</b>" and click [<b>Register</b>].</li> <li>You will receive an email notifying on your registration for the remote participation and verification.</li> <li>Once your registration has been verified against the Record of Depositors as at 15 September 2023, you will be notified via email whether your request for remote participation is approved/rejected.</li> <li>If approved, you will receive an invitation email together with the meeting link to "<i>Join Meeting</i>".</li> </ul>	

ADMINISTRATIVE NOTES  
(CONT'D)

ON THE DAY OF 37 <sup>TH</sup> AGM		
Procedure	Action	
(a) Join the Live Stream Meeting	<ul style="list-style-type: none"> <li>Click on "<b>Join Meeting</b>" link in the invitation email and you will be directed to the live streaming room.</li> <li>You are advised to log in early, at least 20 minutes, before the Meeting time.</li> </ul>	
(b) Post Questions during Live Streaming	<ul style="list-style-type: none"> <li>If you have any question(s) for the Board of Directors, you may use the "<b>Question</b>" box to transmit your question(s).</li> </ul>	
(c) Online Voting during Live Streaming	<ul style="list-style-type: none"> <li>Click on [<b>Vote</b>], to cast your votes for each resolution(s).</li> <li>Review your casted votes, confirm and submit your votes.</li> </ul>	
(d) End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 37<sup>th</sup> AGM, the live streaming room will end.</li> </ul>	

## Notes to users of the RPEV Facilities:

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call 03-2276 6138 and email to [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com) for assistance.
- Member(s)/proxy(ies)/corporate representative(s)/attorney(s) are encouraged to register as a user with Dvote Online before the meeting day. The user registration is open from 18 September 2023.

3. APPOINTMENT OF PROXY(IES)/CORPORATE REPRESENTATIVE(S)/ATTORNEY(S)

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the 37<sup>th</sup> AGM via RPEV Facilities must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPEV Facilities via Dvote Online website at <https://www.dvote.my>.

**NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of food vouchers or door gifts during the 37<sup>th</sup> AGM as the meeting is conducted on a fully virtual basis.

**NO RECORDING OR PHOTOGRAPHY**

By participating at the 37<sup>th</sup> AGM, you agree that no part of the 37<sup>th</sup> AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

## ADMINISTRATIVE NOTES (CONT'D)

### ENQUIRY

If you have any enquiry(ies) relating to the 37<sup>th</sup> AGM, Administrative Notes for the Fully Virtual 37<sup>th</sup> AGM, RPEV Facilities or encounters issues with the log in, steps to connect to live streaming and online voting, you may send them in advance or contact the following during office hours from Monday to Friday (except for public holiday):-

**For Agenda of the 37<sup>th</sup> AGM related:**

Email : [fdb@fittersgroup.com](mailto:fdb@fittersgroup.com)

**For Pre-Registration via RPEV Facilities:**

DVOTE SERVICES SDN. BHD.  
Lot 9-7, Menara Sentral Vista  
No. 150, Jalan Sultan Abdul Samad  
Brickfield, 50470 Kuala Lumpur

Name : Ms Sangetha / Mr Hugo Wong  
Telephone No. : +603-2276 6138  
Email : [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com)