



FITTERS DIVERSIFIED BERHAD
(Registration No. 198601000595 (149735-M))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE OF THIRTY-FOURTH (“34th”) ANNUAL GENERAL MEETING (“AGM”) FOR THE SHAREHOLDERS OF FITTERS DIVERSIFIED BERHAD

Dear Valued Shareholders,

General Meeting Arrangements

- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of the Company’s 34th AGM at short notice. Please check the Company’s website or announcements from time to time for the latest updates on the status changes to the General Meeting arrangements.

COVID-19 Outbreak Safety Measures

- In view of the COVID-19 outbreak, your safety remains our utmost priority. This Administrative Guide is necessary to introduce safety measures and control for the well-being of our shareholders/proxies as well as to enable the Company to comply with the Government and/or relevant authorities’ directives and guidelines on public gatherings or events which may be issued from time to time.
- As a precautionary measure, the Company reserves the right to limit the number of attendees including invited guests to be physically present at the venue of the 34th AGM to **20**. Hence, the total **members present in person or by proxy or attorney or authorised representative shall preferably be limited to 10 PERSONS only or lesser** after taking into consideration of the attendance of the Directors, Group Head of Finance, Company Secretary, Poll Administrator, Scrutineer and Auditors. Hence, the entrance to the meeting venue is based on *first-come-first-serve basis* and again safety is a non-negotiable priority for the Company.

Public Health Precaution and Preventive Measures

- In light of the COVID-19 outbreak, we appreciate if all shareholders, proxies and invited guests could take all the necessary precaution and preventive measures as issued by the Ministry of Health when attending the 34th AGM.
- If you have travelled overseas, especially to the affected countries in the past 14 days from the date of the 34th AGM or have been in contact with a COVID-19 affected person or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, please quarantine yourself at home. Under such circumstances, your attendance in person at the 34th AGM will be denied. You are hereby strongly advised and encouraged to submit your Form of Proxy prior to the 34th AGM.
- To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 34th AGM in person, the Company will also implement the following precautionary measures for the 34th AGM:

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- (a) At the entrance of AGM venue and before a shareholder, proxy or an invited guest can proceed to the registration counter, he/she will have to go through a compulsory body temperature screening and will be required to provide his/her health declaration, specifically to facilitate the Company in preventing any potential spread of COVID-19. Any person with a body temperature of above 37.5°C or is experiencing any symptoms of being unwell above, you will NOT be allowed to enter the AGM venue.
- (b) Every attendee will be required to submit a completed health declaration form prior to entry into the AGM venue. Please have the completed and signed form ready for collection at the entrance of the AGM venue to facilitate prompt and smooth processing.
- (c) Wearing a face mask in advance and throughout the 34th AGM proceedings is highly encouraged. Please be informed that the Company will not be providing face masks.
- (d) We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the 34th AGM. Hand sanitiser will be provided by the Company.

No Refreshment

- To ensure social and physical distancing as well as a measure to reduce the size of crowd or number of attendees at the 34th AGM in accordance with the guidelines issued by the Ministry of Health in relation to the COVID-19 outbreak, there will be no distribution of refreshment provided to shareholders, proxies and invited guests who attend the 34th AGM.

Voting by Proxy

- For the health and safety of shareholders, the Company would like to encourage shareholders to exercise their right to vote at the 34th AGM by appointing the Chairman of the meeting as their proxy and indicate the voting instructions in the Form of Proxy instead of attending the 34th AGM in person.
- If a shareholder is not able to attend the 34th AGM on **9 July 2020**, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy. Please submit your Form of Proxy to the Company's Registered Office at Wisma FITTERS, No. 1, Jalan Tembaga SD 5/2, Bandar Sri Damansara, 52200 Kuala Lumpur, or by fax to +603-62767360 or email to fdb@fittersgroup.com no later than **Tuesday, 7 July 2020 at 10.00 a.m.**

Enquiry

- If you have any enquiries prior to the 34th AGM, please contact the following during the office hours from Mondays to Fridays, 9.00 a.m. to 5.30 p.m. (except on public holidays):

(a) FITTERS Diversified Berhad

General Line : 603-6276 7155
Fax Number : 603-6276 7360
Email : fdb@fittersgroup.com

(b) Boardroom Share Registrars Sdn. Bhd.

General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

