



CAELY HOLDINGS BHD.

[Registration No. 199601036023 (408376-U)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE OF THE TWENTY-FOURTH ANNUAL GENERAL MEETING ("24TH AGM") FOR THE SHAREHOLDERS, PROXIES AND OTHER ATTENDEES

Dear Valued Shareholders,

In view of the COVID-19 outbreak, your safety remains our utmost priority. The 24th AGM of the Company will be conducted in accordance with the General Standard Operating Procedures of the Malaysian Government and Private Sector ("General SOP") issued by Malaysian National Security Council on 16 June 2020, Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission of Malaysia on 18 June 2020 ("SC Guidance Note & FAQs").

This Administrative Guide is necessary to ensure that safety measures and controls are undertaken by the Company to safeguard the well-being of our valued shareholders/proxies during the 24th AGM as well as to comply with the Government and/or authorities' directives and guidelines on public gatherings and events which may be issued from time to time.

The Company wishes to highlight that the 24th AGM may be re-scheduled and/or postponed in view of the current COVID-19 Outbreak and the Malaysian Government's announcements or guidelines made from time to time. Please be rest assured that all members, proxies and invited guests of the 24th AGM will be kept informed of any unexpected changes.

PUBLIC HEALTH PRECAUTIONS AND PREVENTIVE MEASURES

- In light of the COVID-19 outbreak, we appreciate if all shareholders, proxies and invited guests take all the necessary precautions and preventive measures as directed by the Ministry of Health when attending the 24th AGM.
- If you are feeling unwell or having **sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath**, and/or you are under high risk group which is **above age of 60**, your attendance in person at the 24th AGM will be denied. Under such circumstances, you are hereby strongly advised and encouraged to submit your Form of Proxy prior to the 24th AGM.
- To further safeguard the health and safety of our valued shareholders, proxies and invited guests attending the 24th AGM in person, the Company will also implement the following precautionary measures:-
 - (a) The Company will limit the number of attendees including invited guests to be physically present at the venue of the 24th AGM to **50 persons only** based on the size of the venue. Hence, the total **shareholders allowed to be present in person or by proxy or attorney or authorised representative shall preferably be limited to not more than 35 persons only**, after taking into consideration of the attendance of the Directors, Group Accountant, Company Secretary, Poll Administrators, Scrutineers and Auditors. The registration for the 24th AGM shall be on a **first-come-first-serve basis**.
 - (b) Shareholders, proxyholders and corporate representatives ("Participants") are required to undergo a compulsory body temperature screening and will be required to provide his/her health declaration status via the MySejahtera application during the registration process. Any person with a body temperature of above 37.5°C or is experiencing any symptoms of being unwell as mentioned above, will **NOT** be allowed to enter the venue of the 24th AGM.

- (c) The Participants are required to wear face mask before entering the 24th AGM venue and throughout the proceedings. Please be informed that the Company will not be providing face masks.
- (d) Participants are required to use the hand sanitiser provided by the Company before and after the 24th AGM.

REGISTRATION PROCESS

1. Pre-Registration

Pursuant to SC Guidance Note & FAQs, the Participants who attend the 24th AGM in person are required to pre-register themselves with the Company by providing their name, NRIC/Passport No. and CDS account no. to the Company via email at yenwahchoo@classita.com.my not later than **Saturday, 26 September 2020 at 10.00 a.m.**, failure whereof the Participants will be denied entry at the 24th AGM.

Thereafter, Participants will be notified via email once the registration is successful. This is to allow the Company to make the necessary arrangements for the 24th AGM.

2. Registration Document

In compliance with the General SOP issued by the Malaysian National Security Council for the proper conduct of the 24th AGM, the Participants are required to present their original Malaysian Identity Card ("MyKad") to the registration staff for the purpose of verification against the pre-registration of attendance mentioned above.

3. MySejahtera Application

Please download the MySejahtera application in advance and upon verification and body temperature screening, scan the QR code for health declaration during the registration process.

4. Identification Wristband

Participant will be given an identification wristband to enter the meeting hall.

Please be mindful of the one meter social distancing practice at all times.

VOTING BY PROXY

In view of the COVID-19 situation, the Company encourages shareholders to exercise their right to vote at the 24th AGM by appointing the Chairperson of the 24th AGM as their proxy and indicate their voting instructions in the Form of Proxy as an alternative to attending the 24th AGM in person.

Please submit your Form of Proxy to the Registered Office of the Company, at 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200, Petaling Jaya, Selangor Darul Ehsan, Malaysia not later than **Saturday, 26 September 2020 at 10.00 a.m.**

ENQUIRY

If you have any enquiry prior to the 24th 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) Caely Holdings Bhd.

General Line: 605-621 8888
Fax Number: 605-621 5115/605-621 5286
Email: yenwahchoo@classita.com.my

**(b) Mega Corporate Services Sdn. Bhd.
(Share Registrar)**

General Line: 603-2692 4271
Fax Number: 603-2732 5388
Email: hisham@megacorp.com.my
info@megacorp.com.my