



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

FULLY VIRTUAL
26TH ANNUAL GENERAL MEETING

31 October 2022

Dear valued shareholders,

We wish to inform shareholders that the Company's 26th Annual General Meeting ("**AGM**") will be held fully virtual. The details of the 26th AGM are as follows:

Date : Monday, 28 November 2022
Time : 10.00 am
Venue : Online meeting platform at www.symphonycorporateservices.com.my provided by Symphony Corporate Services Sdn Bhd ("**Symphony Portal**") in Malaysia (Domain registration number D1C534619)

In our efforts of going green and in preserving the environment, the following documents are available for download at the Company's website at <http://www.caelyholdings.com>:

1. Annual Report 2022
2. Corporate Governance Report 2022
3. Notice of AGM dated 31 October 2022
4. Proxy Form

Shareholders who wish to receive a printed Annual Report 2022 may make your request through telephone call or vide email. Kindly refer to the Enquiries section for contact details.

A printed copy of the Annual Report 2022 will be sent to shareholder as soon as possible by ordinary post from the date of receipt of the request.

ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

All shareholders of the Company, whether individual shareholders, corporate shareholders, proxy holders, authorised nominees or exempt authorised nominees whose names appear on the Record of Depositors of the Company as at **22 November 2022** that wish to attend the 26th AGM will have to register to attend remotely by using the Remote Participation and Voting ("**RPV**") Facilities, the details of which is set out below.

Please note that the quality of the live streaming and online voting is highly dependent on the bandwidth and stability of the internet connection of the attendees (shareholders and proxies). Hence, you are to ensure your internet connectivity throughout the duration of the meeting is maintained.

For shareholders who are unable to participate in the 26th AGM, you may appoint proxy or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 26th AGM. The duly completed Proxy Form must be deposited at the registered office of the Company, 51-21-A Menara BHL Bank, Jalan Sultan Ahmad Shah, 10050 George Town, Penang not less than 48 hours before the time for holding the meeting or adjournment thereof.

ADMINISTRATIVE GUIDE TO PARTICIPATE IN RPV FACILITIES

The procedures to participate in RPV Facilities are as follows:

Procedures	Action
BEFORE THE DAY OF THE 26TH AGM	
(i) Register as a User	<ul style="list-style-type: none">• Access the Symphony Portal at www.symphonycorporateservices.com.my• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.• Read and agree to the terms & conditions and thereafter, submit your registration.• Please enter a valid email address in order for you to receive the verification email from the Symphony Portal.• Your registration will be verified and approved by the Symphony Portal. Once approved, an email notification will be sent to you.• If you are already a user with the Symphony Portal, you are not required to register again.
(ii) Submit your Question	<ul style="list-style-type: none">• You may pre-submit your questions using the Symphony Portal from 10.00 am on 01 November 2022 up to 10.00 am on 23 November 2022.
ON THE DAY OF THE 26TH AGM	
(iii) Login to Symphony Portal at www.symphonycorporateservices.com.my	<ul style="list-style-type: none">• Login with your user ID and password for remote participation at the 26th AGM at any time from 9.30 am i.e. 30 minutes before the commencement of the 26th AGM.• If you have forgotten your password, you can reset it by clicking on "Forgot Password".
(iv) Participate through Live Streaming	<ul style="list-style-type: none">• Select <<Virtual Meeting>> under Main Menu.• Click <<Join Meeting>> located next to the event.• Please click on the video link and key in the password provided to you in the email notification from the Symphony Portal in order to join the live streaming of the 26th AGM.• If you have any question(s) during the 26th AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s).• If you are using a smartphone to participate in the 26th AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 26th AGM.
(v) Online Remote Voting	<ul style="list-style-type: none">• Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting.• Voting session will commence upon commencement of the meeting.

Procedures	Action
	<ul style="list-style-type: none"> The voting session will end upon declaration by the Chairman. Please 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.
(vi) End of the RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 26th AGM.

Notes to users of the RPV Facility:

- (a) Should your registration to join the 26th AGM is approved; we will make available to you the rights to join the live streaming 26th AGM and to vote remotely using the RPV Facility. Your login to the Symphony Portal on the day of the 26th AGM will indicate your presence at the 26th AGM.
- (b) If you encounter any issue with your online registration at the Symphony Portal, please call +6016-439 7718/+6010-526 5490 or e-mail to symphonycorporateservices@gmail.com for assistance.

POLL VOTING

The voting at the 26th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Symphony Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Propoll Solutions Sdn Bhd as Independent Scrutineers to verify the poll results.

NO DOOR GIFT OR E-VOUCHER OR FOOD VOUCHER

There will be no door gift or e-voucher or food voucher given at this AGM.

ENQUIRIES

For enquiries regarding the 26th AGM, please contact the following person during office hours on Monday to Friday from 9.00 am to 6.00 pm (except on public holidays):

Name : Mr. Eric Tan
 Tel No. : +6016-439 7718
 : +6010-526 5490
 Email : symphonycorporateservices@gmail.com

Thank you.

Yours faithfully,
 CAELY HOLDINGS BHD

NG KEOK CHAI
Executive Chairman