

**SBC CORPORATION BERHAD**  
Registration No. 199001007740 (199310-P)  
(Incorporated in Malaysia)

**Administrative Guide for the Thirty-first Annual General Meeting (“AGM”)  
of the Company scheduled to be held at the SBC Sales Gallery, Lot PT 9076, Jalan 4/18A,  
Off Jalan Ipoh, Batu 5½, Taman Mastiara, 51200 Kuala Lumpur  
on Wednesday, 29 September 2021 at 10.00 a.m.**

**Dear Shareholders of SBC Corporation Berhad**

**1. Coronavirus Disease 2019 (COVID-19) Pandemic**

- (a) The World Health Organisation (WHO) has on 11 March 2020 declared COVID-19 outbreak as a global pandemic.
- (b) The Malaysia Government’s Movement Control Order (MCO) has come into force on 18 March 2020 and then the MCO 2.0 on 13 January 2021, the MCO 3.0 on 7 May 2021 and has continued with the Full MCO on 1 June 2021 pursuant to the Prevention and Control of Infectious Diseases Act 1988 in order to contain the spread of COVID-19 subject to further announcement from time to time by the Government.
- (c) In view of the COVID-19 outbreak and the safety of shareholders is the Company’s priority, the Company has taken precautions below to ensure the safety of attendees at the AGM.
- (d) We encourage shareholders to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Thirty-first AGM as voting is by poll. You may submit your proxy form with pre-determined voting instructions for the Chairman to vote on behalf.
- (e) If you would like to raise any questions in relation to the Ordinary Resolutions set out in the Notice of the Thirty-first AGM dated 30 August 2021, you may email your questions to [cjkan@tacsco.com.my](mailto:cjkan@tacsco.com.my) by 22 September 2021 and the Company would attend to your questions soonest possible via email.
- (f) As a precautionary measure to contain the spread of the COVID-19 and to accommodate the venue’s limited space, the Company reserves the right to limit the total number of physical attendees in the meeting to a small number of persons. Therefore, the entrance to the meeting venue is based on first-come-first-serve basis.
- (g) Shareholder/Proxy who is feeling unwell or under quarantine order/stay-at-home notice, please refrain from attending the AGM in person.
- (h) Shareholder/Proxy who has been in physical contact with person infected with COVID-19 is advised to refrain from attending the AGM in person.

**2. No Door Gift**

There will be no door gift provided for the AGM.

**3. Registration**

Registration will start at 9:00 a.m. on Wednesday, 29 September 2021.

**4. Updates on AGM Arrangement**

Shareholders are reminded to monitor the Company’s website and announcements in Bursa Malaysia’s website from time to time for any changes to the AGM arrangement.