



DYNAFRONT HOLDINGS BERHAD
Company Registration No. 202001042085 (1398406-X)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE FIRST ANNUAL GENERAL MEETING (“1ST AGM”) OF
DYNAFRONT HOLDINGS BERHAD**

Date : 7 December 2021 (Tuesday)

Time : 2:00 p.m.

Venue : Banquet Hall, The Royal Selangor Golf Club (RSGC), Jalan Kelab Golf, Off Jalan Tun Razak, 55000 Kuala Lumpur, W.P. Kuala Lumpur

Dear Shareholders of DynaFront Holdings Berhad (“**Company**”)

Pursuant to the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, please find the guidance below on the requirements and method of participating in the 1st AGM:

Public Health Precautions and Preventive Measures

- In light of the COVID-19 pandemic, we appreciate if all shareholders, proxies and invited guests/attendees could take all the necessary precautionary practices and preventive measures as issued by the Ministry of Health Malaysia when attending the 1st AGM.
- The Board of Directors is cognisant of the COVID-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company’s shareholders, Directors, staff and other stakeholders are of paramount concern for the Company. In view of the foregoing, the Company will carry out the following safety measures for the 1st AGM:
 - (a) Upon arrival of the 1st AGM venue, all attendees will have to go through a compulsory body temperature screening and they are required to show their fully vaccinated status via MySejahtera Application during the registration process. Any person with a body temperature of above 37.5 degree Celsius or is experiencing any symptoms of being unwell as specified above, will NOT be allowed to enter the venue of the 1st AGM.
 - (b) All attendees are required to practise proper self-sanitisation (including the use of hand sanitisers) before the 1st AGM and to wear a mask throughout the AGM proceedings.
 - (c) Physical distancing will be practised at all times. Attendees should maintain at least one (1) metre distance between one another throughout the 1st AGM.
 - (d) The seats allocated for attendees in the 1st AGM venue will be placed at a physical distance of at least one (1) meter from each attendee.
- If any of the members/proxies/corporate representatives (“**Persons**”) have travelled overseas in the past fourteen (14) days prior to the date of the 1st AGM or have been in contact with a COVID-19 affected person or if they are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhoea or shortness of breath or any symptoms of the COVID-19, they are required to quarantine themselves or seek medical advice and may not be allowed to attend the 1st AGM. Under such circumstances, the Persons are strongly advised and encouraged to appoint a proxy or the Chairman of the meeting to attend and vote on their behalf at the 1st AGM.

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COMPANY**

Appointment of Proxy

If a shareholder is not able to attend the 1st AGM on 7 December 2021, he/she can appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Please submit your Proxy Form to the office of the Company’s Share Registrar located at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

For individual shareholders, you have the option of submitting the proxy form electronically via email to Sakila@my.tricorglobal.com and Mohammad.Amirul@my.tricorglobal.com or fax to +603-2783 9222.

The last date and time for lodging the proxy form is Sunday, 5 December 2021 at 2:00 p.m.

Please bring an **ORIGINAL** of the following identification papers (where applicable) and present it to the registration staff for verification:

- (a) Identity card (NRIC) (Malaysian); or
- (b) Police report (for loss of NRIC)/Temporary NRIC (Malaysian); or
- (c) Passport (Foreigner).

Please note that only a depositor whose name appears on the Record of Depositor as at 30 November 2021 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 1st AGM.

Recording or Photography

Unauthorised recording and photography are strictly prohibited during the 1st AGM.

Communication Guidance

Shareholders are advised to check the Company’s website and announcements released to Bursa Malaysia Securities Berhad from time to time for any changes to the administration of the 1st AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

Enquiry

If you have any enquiries on the above, please contact the following persons-in charge during office hours on Mondays to Fridays from 9:00 a.m. to 5:00 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Email : is.enquiry@my.tricorglobal.com

Contact Person : (i) Ros Sakila Binti Bahari (+603-2783 9277) (Sakila@my.tricorglobal.com)

(ii) Mohammad Amirul Iskandar (+603-2783 9263) (Mohammad.Amirul@my.tricorglobal.com)