



FAJARBARU BUILDER GROUP BHD

Registration No. 199301026907 (281645-U)

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL TWENTY-SIXTH ANNUAL GENERAL MEETING (“26TH AGM”)

Date & Time	:	Thursday, 3 December 2020 at 10.00 a.m.
Broadcast Venue	:	Tricor Business Centre Manuka 2 & 3 Meeting Room Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur
Meeting Platform	:	TIIH Online website at https://tiih.online
Mode of Communication	:	Type text and submit in the Meeting Platform

MODE OF MEETING

On 28 October 2020, the Company had announced and issued a notice of the 26th AGM scheduled to be held at Dewan Perdana, 1st Floor Sport Complex, Bukit Kiara Equestrian & Country Resort, Jalan Bukit Kiara, Off Jalan Damansara 60000 Kuala Lumpur on Thursday, 3 December 2020 at 10.00 a.m.

In view of the Conditional Movement Control Order (“CMCO”) with effect from 9 November 2020 to 6 December 2020 and the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia, our 26th AGM will be conducted **FULLY VIRTUAL through live streaming from the Broadcast Venue and online remote voting** using the remote participation and voting facilities (“RPV”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders / proxies **WILL NOT BE ALLOWED** to attend the 26th AGM in person at the Broadcast Venue on the day of the meeting.

Please note that only shareholder whose name appears on the Record of Depositors (“ROD”) on 26 November 2020 (General Meeting ROD) shall be entitled to attend or appoint proxy to attend and / or vote on his / her behalf.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders / proxies are able to attend virtually, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 26th AGM using the RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV herein.

A shareholder who has appointed proxy(ies) or corporate representative(s) or attorney(s) to participate at the 26th AGM via the RPV must request his / her proxy(ies) or corporate representative(s) or attorney(s) to register himself / herself / themselves for the RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV herein.

PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 26th AGM will need to follow the requirements and procedures as summarized below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH online	<ul style="list-style-type: none">Using your computer, access the TIIH Online website at https://tiih.online. Register as a user under the “e-services”. Refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one (1) working day and you will be notified via email.If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none">Registration is open from Thursday, 19 November 2020 until the day of the 26th AGM, Thursday, 3 December 2020. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 26th AGM to ascertain their eligibility to participate at the 26th AGM using the RPV.To register for the RPV, visit the TIIH Online website and login with your used ID and password and select the corporate event: “(REGISTRATION) FAJARBARU 26TH AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Select “Register for Remote Participation and Voting”.Review your registration and proceed to register.The system will send an email to notify that your registration for remote participation is received and will be verified.After verification of your registration against the General Meeting ROD dated 26 November 2020, the system will send you an email to approve your registration for remote participation and the procedures to use the RPV will be detailed therein. In the event your registration is not approved, you will also be notified via email. <p>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for the RPV in order that you can login to TIIH Online and participate in the 26th AGM remotely).</p>

ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> To participate in the 26th AGM, visit the TIIH Online website and log in with your user ID and password at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the 26th AGM on Thursday, 3 December 2020 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) FAJARBARU 26TH AGM” to engage in the proceedings of the 26th AGM remotely. If you have any question for the Chairman / Board, you may use the query box to transmit your question. The Chairman / Board will endeavor to respond to all questions submitted during the 26th AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> The voting session will commence from 10.00 a.m. on Thursday, 3 December 2020 until a time when the Chairman announces the end of the session. To submit your vote, on the TIIH Online website, select the corporate event: “(REMOTE VOTING) FAJARBARU 26TH AGM” or if you are in the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button located below the query box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 26th AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for the RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event that you encounter any issues with logging in, connection to the live streamed meeting or voting online on the day of the meeting, kindly call Tricor Help Line at 011 - 4080 5616 / 011 - 4080 3168 / 011 - 4080 3169 / 011 - 4080 3170 or email to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY

Shareholders who appoint proxy(ies) to participate via the RPV at the 26th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than Tuesday, 1 December 2020 at 10.00 a.m.

The appointment of a proxy may be made in hard copy form or electronically as below:

- In hard copy form

The form of proxy must be deposited with Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, at Tricor’s Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

2. Electronically

The form of proxy can be electronically submitted via Tricor's TIIH Online website at <https://tiih.online> (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Proxy form.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, at Tricor's Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than 1 December 2020 at 10.00 a.m. to participate via the RPV in the 26th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and / or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment at the Tricor's office, or alternatively, at its Customer Service Centre at the above addresses not later than 1 December 2020 at 10.00 a.m. to participate via the RPV in the 26th AGM.

Shareholders who have appointed proxy(ies) or corporate representative(s) or attorney(s) to participate in the 26th AGM must request his / her proxy(ies) or corporate representative(s) or attorney(s) to register himself / herself / themselves for the RPV at TIIH Online website at <https://tiih.online>.

PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via TIIH Online website are summarized below:

	Procedure	Action
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none">• Using your computer, please access the TIIH Online website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.• If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.• Select the corporate event: "FAJARBARU 26TH AGM – SUBMISSION OF PROXY FORM".• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy(ies).• Indicate your voting instructions FOR or AGAINST, otherwise your proxy(ies) will decide your vote.• Review and confirm your proxy(ies) appointment.• Print proxy form for your record.

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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 10.00 a.m. on Thursday, 3 December 2020 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from Tricor's TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 26th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 26th AGM via TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than Tuesday, 1 December 2020 at 10.00 a.m. The Board will endeavor to answer the questions received at the 26th AGM.

NO RECORDING OF PHOTOGRAPHY

Unauthorized recording and photography are strictly prohibited at the 26th AGM.

ENQUIRY

Should you require any assistance on the above, please contact our Share Registrar during office hours on Monday to Friday from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

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Email	:	is.enquiry@my.tricorglobal.com
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