



## THE ADMINISTRATIVE GUIDE FOR ANNUAL GENERAL MEETING OF A-RANK BERHAD

Date and Time : Wednesday, 8 December 2021 at 10:00 a.m.  
Venue : Ujong Pandang Room, Staffield Country Resort, Batu 13, Jalan Seremban-Kuala Lumpur  
(Country Road), 71700 Mantin, Negeri Sembilan Darul Khusus

Dear Shareholders of A-Rank Berhad (“the 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 Annual General Meeting (“AGM”):

### Public Health Precautions and Preventive Measures

1. In light of the Covid-19 outbreak, we appreciate if all shareholders, proxies and invited guests could take all the necessary precautions and preventive measures as issued by the Ministry of Health Malaysia when attending the AGM.
2. Only individuals who completed full vaccination (as defined by Majlis Keselamatan Negara) are allowed to physically attend the AGM.
3. If you have travelled overseas or you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhoea or shortness of breath, you are required to comply with the directives issued by Ministry of Health Malaysia to self-quarantine or seek medical advice and may not be allowed to attend the AGM. You are hereby strongly advised and encouraged to appoint a proxy or the Chairman of the meeting to attend and vote at the AGM on your behalf.
4. To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the AGM in person, the Company will also implement the following precautionary measures for the AGM:
  - (a) Shareholders, proxyholders and corporate representatives (“Participants”) will have to go through a compulsory body temperature screening and the attendees are required to show their fully vaccinated status through MySejahtera Application during the registration process, specifically to facilitate the Company in preventing any potential spread of Covid-19. Any person with a body temperature of above 37.5°C or is experiencing any symptoms of being unwell as specified above, you will NOT be allowed to enter the venue of the AGM.
  - (b) All attendees are required to complete the Health Declaration Form which is available at the meeting venue.
  - (c) All attendees are advised to sanitise their hands and wear face mask before entering. Wearing a face mask throughout the AGM proceedings is compulsory. Please be informed that the Company will not be providing face mask. Hand sanitizer will be provided.

### Proxy

1. If a shareholder is not able to attend the AGM on 8 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 Company’s Registered Office located at Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not later than Monday, 6 December 2021 at 10:00 a.m.
2. 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 AGM.



## **A-RANK BERHAD**

(200301031200 [633621-X])  
(Incorporated in Malaysia)

3. Please bring an ORIGINAL of the following identification papers (where applicable) and present it to the registration staff for verification:
  - (i) Identity card (NRIC) (Malaysian), or
  - (ii) Police report (for loss of NRIC) / Temporary NRIC (Malaysian), or
  - (iii) Passport (Foreigner).
4. For a corporate member who has appointed a representative instead of a proxy to attend this AGM, please bring the ORIGINAL certificate of appointment executed in the manner as stated in this proxy form if this has not been lodged at the Company's Registered Office earlier.

### **Recording or Photography**

Unauthorised recording and photography are strictly prohibited during the AGM.

### **No Door Gifts/Food Vouchers**

There will be no distribution of door gifts or food vouchers for participating at the AGM.

### **Communication Guidance**

Members are advised to check the Company's website at <https://www.arank.com.my/agm2021/> and announcements released to Bursa Malaysia Securities Berhad from time to time for any changes to the administration of the 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 need any assistance, kindly contact the following person during office hours on Monday to Friday from 9:00 a.m. to 5:00 p.m. (except on public holidays):

#### **Bina Management (M) Sdn Bhd**

General Line : +603-7784 3922

Fax Number : +603-7784 1988

Email : [binawin@binamg168.com](mailto:binawin@binamg168.com)

Contact person : Nor Syahirah Binti Kamal Ibrahim