



**LB Aluminium Berhad**  
[198501006093 (138535-V)]  
(Incorporated in Malaysia)

## THE ADMINISTRATIVE GUIDE FOR ANNUAL GENERAL MEETING OF LB ALUMINIUM BERHAD

**Date and Time** : Tuesday, 29 September 2020 at 10:00 am

**Venue** : Ujong Pandang Room, Staffield Country Resort, Batu 13, Jalan Seremban-Kuala Lumpur (Country Road), 71700 Mantin, Negeri Sembilan Darul Khusus

Dear Shareholders of LB Aluminium Berhad (“the Company”)

Pursuant to the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 June 2020 and 15 July 2020, please find the guidance below on the requirements and method of participating in the AGM:

### Public Health Precautions and Preventive Measures

- 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.
- If 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.
- 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 will be required to provide his/her health declaration via 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 29 September 2020, 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 less than 48 hours before the time for holding the meeting or at any adjournment thereof.
- (2) Please note that only a depositor whose name appears on the Record of Depositor as at 22 September 2020 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the AGM.

### Enquiry

If you have any enquiry prior to the meeting, you may contact the Share Registrar, Bina Management (M) Sdn Bhd at 03-77843922 during office hours from 9.00 am to 5.00pm (Monday to Friday).