



ASIA FILE CORPORATION BHD.

Registration No. 199401027510 (313192-P)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL 27TH AGM

Date & Day	30 September 2021, Thursday
Time	10.00 am
Online Meeting Platform	www.agriteum.com.my

RPV FACILITY

Shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) are to participate, communicate and vote (collectively, “**participate**”) remotely at the 27th AGM using RPV provided by AGRITEUM via its website at www.agriteum.com.my (“**AGRITEUM Portal**”).

If you wish to submit your questions via the AGRITEUM Portal, you must first register as a user at the AGRITEUM Portal. Thereafter, you may select <<My Virtual Meeting>> under the Main Menu and click on the Q&A platform to post your question(s).

Shareholders may use the Q&A platform to submit questions in real time during the 27th AGM. Shareholders may also submit questions to the Board prior to the 27th AGM via the Q&A platform in the AGRITEUM Portal from 12.00 pm on 24 September 2021 up to 9.30 am on 30 September 2021. If there is time constraint in answering the questions during the 27th AGM, the questions will be answered through email.

PROCEDURES FOR RPV FACILITY

Shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the 27th AGM remotely using the RPV Facility are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of 27th AGM	
(i) Register as a user (only applicable to individual)	<ul style="list-style-type: none">• Access AGRITEUM Portal at www.agriteum.com.my.• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.• Read and agree to the terms & conditions and thereafter submit your registration.• Please enter a valid email address in order for you to receive the verification email from the AGRITEUM Portal.• Please verify your email address before the link expires in one (1) hour from the time of your registration.• Your registration will be verified and approved by the AGRITEUM Portal. Once approved, an email notification will be sent to you.
(ii) Submit your question(s)	<ul style="list-style-type: none">• You may pre-submit your questions using the AGRITEUM Portal from 12.00 pm on 24 September 2021 up to 9.30 am on 30 September 2021.

Procedures	Action
On the day of 27th AGM	
(iii) Login to AGRITEUM Portal at www.agriteum.com.my	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 27th AGM at any time from 9.30 am i.e. 30 minutes before the commencement of the 27th AGM on Thursday, 30 September 2021 at 10.00 am. If you have forgotten your password, you can reset it by clicking on <<Forgot Password>>.
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> Select the <<Virtual Meeting>> from main menu. Click <<Join Meeting>> in order to join the live streaming of the 27th AGM. If you have any question(s) during the 27th AGM, you may use the Q&A platform in ZOOM Cloud Meetings App to submit your question(s). The Chairman of the 27th AGM (“Chairman”)/ Board/Management will try to respond to all relevant questions submitted during the 27th AGM. If there is time constraint in answering the questions during the 27th AGM, the questions will be answered through email. If you are using a smartphone to participate in the 27th AGM, please download ZOOM Cloud Meetings App before the 27th AGM. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(v) Online remote voting	<ul style="list-style-type: none"> Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(vi) End of RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 27th AGM.

Notes to users of the RPV Facility:

- Should your registration as user be approved, we will make available to you the rights to join the live-streamed 27th AGM and to vote remotely using the RPV Facility. Your login to the AGRITEUM Portal on the day of the 27th AGM will indicate your presence at the 27th AGM.
- If you encounter any issue with your online registration at the AGRITEUM Portal, please call +604-2282 321 or email to agriteumsrs@gmail.com for assistance.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 27th AGM.

RECORD OF DEPOSITORS (“ROD”) FOR THE 27th AGM

Only shareholders whose names appear on the ROD as at 22 September 2021 shall be entitled to participate or appoint proxy(ies) to participate at the 27th AGM via the RPV Facility.

PROXY

1. The 27th AGM will be conducted on a fully virtual basis. If you are unable to participate the 27th AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Form of Proxy.
2. If you wish to appoint proxy(ies) to participate in the 27th AGM using the RPV Facility, the Form of Proxy **must be completed and deposited** at the Company registered office at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Penang, Malaysia not less than forty-eight (48) hours before the time fixed for holding the 27th AGM. Please refer to the Form of Proxy for the details.
3. Shareholders who have appointed a proxy/authorised representative/attorney to participate at the 27th AGM via the RPV Facility must ensure that his/her proxy/authorised representative/attorney register himself/herself at the AGRITEUM Portal prior to the 27th AGM.

REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 27th AGM by yourself, please write in to AGRITEUM not less than forty-eight (48) hours before the time fixed for holding the 27th AGM to revoke the earlier appointed proxy.

POLL VOTING

1. All resolutions set out in the Notice of the 27th AGM shall be put to vote by way of a poll pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Securities**”). The Company has appointed AGRITEUM as Poll Administrator to conduct the poll by way of electronic means and Symphony Merchant Sdn. Bhd. as Independent Scrutineers to verify the poll results.
2. Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 27th AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the 27th AGM and on Bursa Securities website at www.bursamalaysia.com.

NO DOOR GIFT

There will be no door gift for participation at the 27th AGM.

ENQUIRY

If you have any enquiry relating to the 27th AGM, please contact any of the following persons during office hours from 9.00 am to 5.00 pm on Monday to Friday:

AGRITEUM Share Registration Services Sdn. Bhd.
2nd Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah,
10050 George Town, Penang, Malaysia
Telephone No. : 604-2282321
Fax No. : 604-2272391
Email : agriteumsrs@gmail.com
Contact persons : Ms. HY Ng or Ms. LP Chin

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with AGRITEUM Portal to participate and vote remotely at the 27th AGM using the RPV Facility, the shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) accepts and agrees to the personal data privacy terms.