

# NOTICE OF THE TWENTY-FIRST ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN THAT** the Twenty-First Annual General Meeting ("AGM") of the Company will be held at Ballroom 2, LG Level, Eastin Hotel, 13, Jalan 16/11, Pusat Dagang Seksyen 16, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia on Monday, 26 July 2021 at 10.00 a.m. to transact the following businesses:-

## AGENDA

### As Ordinary Business

1. To receive the Audited Financial Statements for the financial year ended 31 January 2021 together with the Directors' and Auditors' Reports thereon. *(Please see Note 1 of Explanatory Notes on Ordinary Business)*
2. To re-elect the following Directors who are retiring pursuant to Clause 76(3) of the Constitution of the Company ("the Constitution"):-  
  
(a) Tan Sri Abu Talib Bin Othman *Resolution 1*  
(b) Mr Chen Yat Lee *Resolution 2*
3. To re-elect Mr Ong Chong Chee who is retiring pursuant to Clause 78 of the Constitution. *Resolution 3*
4. To approve the Directors' fees of RM264,000 for the financial year ending 31 January 2022. *Resolution 4*
5. To approve the Directors' benefits of RM20,000 for the period commencing on the date immediately after the Twenty-First AGM up to the next AGM to be held in 2022. *Resolution 5*
6. To re-appoint Mazars PLT as Auditors of the Company and to authorise the Directors to fix their remuneration. *Resolution 6*
7. To transact any other business for which due notice is given in accordance with the Companies Act 2016 and the Constitution.

### **By Order of the Board**

KUAN HUI FANG (MIA 16876)  
SSM PC No. 202008001235

THAM WAI YING (MAICSA 7016123)  
SSM PC No. 202008001181

Company Secretaries

Kuala Lumpur  
Dated this 28<sup>th</sup> day of May, 2021

### *Notes:*

1. *For the purpose of determining who shall be entitled to attend this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company, a Record of Depositors as at **16 July 2021**. Only a member whose name appears on this Record of Depositors shall be entitled to attend this AGM or appoint a proxy to attend, speak and vote on his/her/its behalf.*
2. *A member entitled to attend and vote at this AGM is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to attend, speak and vote in his place. A proxy may but need not be a member of the Company.*

3. A member of the Company who is entitled to attend and vote at an AGM of the Company may appoint not more than two (2) proxies to attend, speak and vote instead of the member at the AGM.
4. If two (2) proxies are appointed, the entitlement of those proxies to vote on a show of hands shall be in accordance with the listing requirements of the stock exchange.
5. Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 ("Central Depositories Act"), it may appoint not more than two (2) proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.
6. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of Section 25A(1) of the Central Depositories Act.
7. Where a member appoints more than one (1) proxy, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
8. The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned AGM at which the person named in the appointment proposes to vote:

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn. Bhd. of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic means

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online> (applicable to individual shareholders only). Kindly refer to the Annexure to Proxy Form on the procedures for electronic lodgement of proxy form via TIIH Online.

9. Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn. Bhd. of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned AGM at which the person named in the appointment proposes to vote. 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.
10. Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.
11. Last date and time for lodging the proxy form is **Saturday, 24 July 2021 at 10.00 a.m.**
12. 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).

13. For a corporate member who has appointed an authorised representative instead of a proxy to attend this meeting, please deposit the **ORIGINAL** certificate of appointment of authorised representative with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd. of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia. Alternatively, please bring the **ORIGINAL** certificate of appointment of authorised representative if it has not been deposited with the Share Registrar.

*The certificate of appointment of authorised representative should be executed in the following manner:*

- (i) *If the corporate member has a common seal, the certificate of appointment of authorised representative should be executed under seal in accordance with the constitution of the corporate member.*
- (ii) *If the corporate member does not have a common seal, the certificate of appointment of authorised representative should be affixed with the rubber stamp of the corporate member (if any) and executed by:*
  - (a) *at least two (2) authorised officers, of whom one shall be a director; or*
  - (b) *any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.*

**14. It is important that you read the Administrative Notes for the conduct of the Twenty-First AGM.**

15. Shareholders are advised to check the Company's website at [www.cylcorporation.com](http://www.cylcorporation.com) and announcements from time to time for any changes to the administration of the Twenty-First 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.

Explanatory Notes on Ordinary Business

- 1. Agenda item no. 1 is meant for discussion only as the provisions of 340(1)(a) of the Companies Act 2016 does not require a formal approval of shareholders for the Audited Financial Statements. Hence, this item on the Agenda is **not put forward for voting**.
- 2. Resolutions 1 to 3

Tan Sri Abu Talib Bin Othman, Mr Chen Yat Lee and Mr Ong Chong Chee who are standing for re-election as Directors and being eligible, have offered themselves for re-election at the Twenty-First AGM.

The Board of Directors ("the Board") has through the Nomination Committee, considered the assessment of the Directors and collectively agreed that they meet the criteria prescribed by Paragraph 2.20A of the Main Market Listing Requirement on character, experience, integrity, competence and time to effectively discharge their role as Directors.

- 3. Resolutions 4 and 5

The proposed Resolution 4 is to facilitate payment of Directors' fees on a current financial year basis, calculated based on the current Board size. In the event the Directors' fees proposed are insufficient (e.g. due to enlarged Board size), approval will be sought at the next AGM for additional fees to meet the shortfall.

Payment of the Directors' fees will be made by the Company and its subsidiary on a monthly basis and as and when incurred if the proposed Resolution 4 is passed at the Twenty-First AGM. The Board is of the view that it is just and equitable for the Non-Executive Directors to be paid the Directors' fees on a monthly basis and as and when incurred, particularly after they have discharged their responsibilities and rendered their services to the Company and its subsidiary throughout the period stated in the resolution.

The proposed Resolution 5 for the Directors' benefits are calculated based on the current Board size and number of scheduled Board and Board Committee meetings for the period commencing on the date immediately after the Twenty-First AGM up to the next AGM to be held in 2022. In the event the proposed amount is insufficient (e.g. due to additional meetings or enlarged Board size), approval will be sought at the next AGM for the shortfall.

4. Resolution 6

The Board has through the Audit Committee, considered the re-appointment of Mazars PLT as Auditors of the Company. The factors considered by the Audit Committee in making the recommendation to the Board to table their re-appointment at the Twenty-First AGM are disclosed in the Corporate Governance Overview Statement of the Annual Report 2021.

## STATEMENT ACCOMPANYING NOTICE OF ANNUAL GENERAL MEETING

Pursuant to Paragraph 8.27(2) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad

There are no individuals standing for election/appointment as Directors at the Twenty-First AGM.

The Directors who are standing for re-election are Tan Sri Abu Talib Bin Othman, Mr Chen Yat Lee and Mr Ong Chong Chee, whose profiles are set out on pages 8 and 10 respectively of the Annual Report 2021.



# ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS OF CYL CORPORATION BERHAD

REGISTRATION NO.: 200001013537 (516143-V)

## Twenty-First Annual General Meeting ("Twenty-First AGM")

**Date and Time** : Monday, 26 July 2021 at 10.00 a.m.

**Meeting Venue** : Ballroom 2, LG Level, Eastin Hotel, 13, Jalan 16/11, Pusat Dagang Seksyen 16, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia

### COVID-19 Outbreak Safety Measures

1. In view of the COVID-19 outbreak, your safety remains our utmost priority. This Administrative Guide is necessary to introduce safety measures and control for the well-being of our shareholders as well as to enable the Company to comply with the Government and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time.

### Public Health Precaution and Preventive Measures

2. In light of the COVID-19 outbreak, we appreciate if all shareholders, proxies and invited guests could take all the necessary precaution and preventive measures as issued by the Ministry of Health when attending the Twenty-First AGM.
3. If you have travelled overseas, especially to the affected countries in the past 14 days from the date of the Twenty-First AGM or have been in contact with a COVID-19 affected person or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, please quarantine yourself at home. Under such circumstances, your attendance in person at the Twenty-First AGM will be denied. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the Twenty-First AGM.

### Pre-Registration to attend the Twenty-First AGM

4. Further to the "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission Malaysia as revised on 6 May 2021, please find the additional guidance below on the requirements and method of participating in the Twenty-First AGM:

(a) Shareholders are required to register ahead of the Twenty-First AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue to accommodate the meeting participants.

(b) Please do read and follow the following procedures to pre-register your physical attendance at the Twenty-First AGM via the TIIH Online website at <https://tiih.online>:

- Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the "e-Services". If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: "(REGISTRATION) CYL 21<sup>ST</sup> AGM"
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select "Register for Physical Attendance at Meeting Venue".
- Review your registration and proceed to register.

- System will send an e-mail to notify that your registration for "Physical Attendance at Meeting Venue" is received and will be verified.
- After verification of your registration against the Twenty-First AGM's Record of Depositors, the system will send you an e-mail after 24 July 2021 to approve or reject your registration to attend physically at the Meeting Venue.

(c) Please note that only a depositor whose name appears on the Record of Depositors as at **16 July 2021** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the Twenty-First AGM.

### Before the Twenty-First AGM

5. At the entrance of the meeting venue and before a shareholder, proxy or an invited guest can proceed to the registration counter, he/she will have to go through a compulsory body temperature screening and will be required to provide his/her health declaration, specifically to facilitate the Company in preventing any potential spread of COVID-19.

### Procedures to be observed:

- You will NOT be allowed to enter the meeting venue if your body temperature is above 37.5°C or if you experience any symptoms of being unwell.
  - You will be required to provide health declaration prior to enter the meeting venue.
6. Wearing a face mask in advance and throughout the Twenty-First AGM proceedings is mandatory. Please be informed that the Company will not be providing face masks.
  7. We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the Twenty-First AGM. Hand sanitiser will be provided by the Company.

### Proxy

8. Shareholders who are unable to attend the Twenty-First AGM on 26 July 2021 in person may appoint another person 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 Share Registrar's office at Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or drop the proxy form 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 or alternatively, to submit your electronic Proxy Form via TIIH Online at <https://tiih.online> not later than Saturday, 24 July 2021 at 10.00 a.m.

Please do read and follow the procedures below to submit proxy form electronically.



## ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's TIH Online website are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiah.online">https://tiah.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>"CYL 21<sup>st</sup> AGM - Submission of Proxy Form"</b></li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the form of proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIH Online	<ul style="list-style-type: none"> <li>Access TIH Online at <a href="https://tiah.online">https://tiah.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>Login to TIH Online at <a href="https://tiah.online">https://tiah.online</a>.</li> <li>Select the corporate exercise name: <b>"CYL 21<sup>st</sup> AGM - SUBMISSION OF PROXY FORM"</b>.</li> <li>Agree to the Terms and Conditions and Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Submit the proxy appointment file.</li> <li>Login to TIH Online, select corporate exercise name: <b>"CYL 21<sup>st</sup> AGM - SUBMISSION OF PROXY FORM"</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

### Door Gift and Refreshment

9. To ensure social and physical distancing as well as a measure to reduce the number of crowd or attendees at the Twenty-First AGM in accordance with the guidelines issued by the Ministry of Health in relation to the COVID-19 outbreak, there will be no distribution of door gifts and there will be no refreshment provided to shareholders, proxies and invited guests who attend the Twenty-First AGM.

### Enquiry

10. If you have any enquiry prior to the Twenty-First AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

#### Tricor Investor & Issuing House Services Sdn. Bhd.

Telephone Number	03-2783 9299
Fax Number	03-2783 9222
Email address	is.enquiry@my.tricorglobal.com



# CYL CORPORATION BERHAD

Registration No: 200001013537 (516143-V)  
(Incorporated in Malaysia)

## PROXY FORM

No. of Shares Held

CDS Account No.													

\*I/We \_\_\_\_\_ Tel: \_\_\_\_\_

[Full name in block and NRIC/Passport/Company No.]

of \_\_\_\_\_

being member(s) of **CYL Corporation Berhad**, hereby appoint:-

Full Name (in Block)	NRIC/Passport No.	Proportion of Shareholdings	
		No. of Shares	%
Address			

\*and / or (delete as appropriate)

Full Name (in Block)	NRIC/Passport No.	Proportion of Shareholdings	
		No. of Shares	%
Address			

or failing him/her, the Chairman of the Meeting as \*my/our proxy(ies) to attend and vote for \*me/us and on \*my/our behalf at the Twenty-First Annual General Meeting ("AGM") of the Company to be held at Ballroom 2, LG Level, Eastin Hotel, 13, Jalan 16/11, Pusat Dagang Seksyen 16, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia on Monday, 26 July 2021 at 10.00 a.m. and at any adjournment thereof, and to vote as indicated below:-

ORDINARY RESOLUTION		FOR	AGAINST
1	Re-election of Tan Sri Abu Talib Bin Othman		
2	Re-election of Mr Chen Yat Lee		
3	Re-election of Mr Ong Chong Chee		
4	Approval of Directors' fees for the financial year ending 31 January 2022		
5	Approval of Directors' benefits for the period commencing on the date immediately after the Twenty-First AGM up to the next AGM to be held in 2022		
6	Re-appointment of Mazars PLT as Auditors		

Please indicate with an "X" in the space provided whether you wish your votes to be cast for or against the resolutions. In the absence of specific direction, your proxy will vote or abstain as he thinks fit.

Member^

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\* Please delete whichever is inapplicable

^ Manner of execution:

(a) If you are an individual member, please sign where indicated.

(b) If you are a corporate member which has a common seal, this proxy form should be executed under seal in accordance with the constitution of your corporation.





Fold this flap for sealing

Notes:

1. For the purpose of determining who shall be entitled to attend this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company, a Record of Depositors as at **16 July 2021**. Only a member whose name appears on this Record of Depositors shall be entitled to attend this AGM or appoint a proxy to attend, speak and vote on his/her/its behalf.
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AFFIX STAMP

The Share Registrar  
**CYL CORPORATION BERHAD**

Registration No.: 200001013537 (516143-V)

Level 32-01, Level 32, Tower A  
Vertical Business Suite, Avenue 3, Bangsar South  
No. 8 Jalan Kerinchi, 59200 Kuala Lumpur  
Malaysia

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- 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned AGM at which the person named in the appointment proposes to vote. 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.
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