



RUBBEREX CORPORATION (M) BERHAD
(199601000297) (372642-U)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE CONDUCT OF TWENTY-FIFTH ANNUAL GENERAL MEETING
("25TH AGM")**

Day and Date : Friday, 28 May 2021
Time : 10.00 a.m.
Venue : Ballrooms 2, 3 & 4, Level 6 WEIL Hotel, 292, Jalan Sultan Idris Shah, 30000 Ipoh, Perak

SAFETY MEASURES IN LIGHT OF THE COVID-19 PANDEMIC

For the conduct of the 25th AGM, the Company wishes to advise the members that the Company will be taking precautionary measures in line with the Standard Operating Procedures ("SOP") issued by Majlis Keselamatan Negara ("MKN") dated 10 March 2021 and any revisions that may be made from time to time by MKN and/or the relevant authorities.

All attendees will be required to wear face mask, undergo temperature check and make a health declaration prior to entering the meeting venue. The Company and/or WEIL Hotel reserves the right to deny entry to anyone with a temperature of 37.5 degrees Celsius or higher and/or showing symptoms of respiratory illness such as coughing and sneezing.

In accordance with the SOP dated 10 March 2021, the capacity of the meeting venue must be sufficient to allow seating arrangement with physical distancing of one metre.

Therefore, if you are unwell, you are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote on your behalf at the 25th AGM.

PRE-REGISTRATION TO ATTEND THE AGM

Pursuant to the latest Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 5 March 2021, members are required to register ahead of the 25th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please read and follow the **procedures to pre-register your physical attendance at the 25th AGM** via the TIIH Online website at <https://tiih.online>.

- Login 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) RUBBEREX 25TH 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 General Meeting Record of Depositors, the system will send you an e-mail **after 26 May 2021** to approve or reject your registration to attend physically at the Meeting Venue.

ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a member whose name appears on the Record of Depositor as at **17 May 2021** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

REGISTRATION ON THE DAY OF THE 25TH AGM

Registration will start at 8.30 a.m. on 28 May 2021 at Ballrooms 2, 3 & 4, Level 6 WEIL Hotel, 292, Jalan Sultan Idris Shah, 30000 Ipoh, Perak.

Original MyKad or passport is required to be presented during registration for verification.

Upon verification of your MyKad or passport and signing of attendance list, you will be given an identification wristband to enter the meeting room. There will be no replacement of wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting hall if you are wearing the identification wristband.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion. If you have any enquiry, please proceed to the Help Desk counter located near the registration area.

APPOINTMENT OF PROXY

A member who is unable to attend the 25th AGM on 28 May 2021 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form with the Company’s Share Registrar, 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, 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.

For members, you have the option of submitting the proxy form electronically via TIIH Online at <https://tiih.online>. Please follow the procedures to submit your proxy form electronically which are summarised below:

| | Procedure | Action |
|---|---------------------------------------|---|
| i. Steps for Individual Members | | |
| (a) | Register as a user with TIIH Online | <ul style="list-style-type: none"> Using your computer, access the 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: “RUBBEREX 25TH 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(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the proxy form for your record. |
| ii. Steps for Corporation or Institutional Members | | |
| (a) | Register as a User with TIIH Online | <ul style="list-style-type: none"> Access TIIH Online at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p>Note: The representative of a corporation or institutional member 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> |
| (b) | Proceed with submission of proxy form | <ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate exercise name: “RUBBEREX 25TH AGM - Submission of Proxy Form”. Agree to the Terms & Conditions and Declaration. Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Submit the proxy appointment file. |

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| | | <ul style="list-style-type: none"> • Login to TIIH Online, select corporate exercise name: “RUBBEREX 25TH AGM - Submission of Proxy Form”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record |
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The last date and time for lodging the proxy form is **26 May 2021, Wednesday at 10.00 a.m.**

COMMUNICATION GUIDANCE

Members are advised to check the Company’s website at www.rubberex-corp.com.my and announcements from time to time for any changes to the administration of the 25th 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 have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
 Fax Number : +603-2783 9222
 Email : is.enquiry@my.tricorglobal.com
 Contact Persons : Mr. Jake Too : +603-2783 9285 / Email: Chee.Onn.Too@my.tricorglobal.com
 : Ms. Vivien Khoh : +603-2783 9091 / Email: Vivien.Khoh@my.tricorglobal.com
 : Mr. Alven Lai : +603-2783 9283 / Email: Siew.Wai.Lai@my.tricorglobal.com