



ESTHETICS INTERNATIONAL GROUP BERHAD

Company No. 199601035708 (408061-P)
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“23RD AGM”) OF ESTHETICS INTERNATIONAL GROUP BERHAD

Date : Wednesday, 30 September 2020
Time : 2.30 p.m.
Broadcast Venue : Tricor Leadership Room
Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3
Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

1. Mode of Meeting

- a. In light of the Coronavirus (COVID-19) pandemic and as part of the safety measures, the 23rd AGM of the Company will be conducted on a virtual basis through live streaming and online remote voting. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.
- b. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 23rd AGM in person at the Broadcast Venue on the day of the meeting.

2. Remote Participation and Voting Facilities (“RPV”)

- a. Members are to participate, speak (in the form of real time submission typed texts) and vote remotely at the 23rd AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>, including to pose questions to the Board or Management of the Company. Please refer to the Procedures for RPV.
- b. A member who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 23rd AGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV at **TIIH Online** website at <https://tiih.online>. Please refer to Procedures for RPV.
- c. As the 23rd AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

3. Procedures for RPV

Member(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate the 23rd AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

No.	Procedure	Action
Before the day of the AGM		
1.	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". Refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within one working day and you will be notified via email.• If you are already a user of TIIH Online, you are not required to register again. You will receive an email from Tricor to notify you that remote participation for the 23rd AGM is available for registration at TIIH Online.

2.	Submit your request	<ul style="list-style-type: none"> Registration is open from Friday, 28 August 2020 until the day of 23rd AGM Wednesday, 30 September 2020. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 23rd AGM to ascertain their eligibility to participate the 23rd using the RPV. Login with your user ID and password and select the corporate event: "(REGISTRATION) EIG 23RD AGM". Read and agree to the Terms & Conditions and confirm the Declaration. Select "Register for Remote Participation and Voting". Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 23 September 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 23rd AGM remotely).</i></p>
On the day of the AGM (30 SEPTEMBER 2020)		
3.	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM at any time from 2.00 p.m. i.e. 30 minutes before the commencement of the 23rd AGM on Wednesday, 30 September 2020 at 2.30 p.m.
4.	Participate through Live Streaming	<ul style="list-style-type: none"> Select the Corporate event: "(LIVE STREAM MEETING) EIG 23RD AGM" to engage in the proceeding of the 23rd AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. If time permits, the Chairman/Board will endeavor to respond to questions submitted by you during 23rd AGM. If there is time constraint, the responses will be e-mailed to you at the earlier possible, after the meeting.
5.	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 2.30 p.m. on Wednesday, 30 September 2020 until a time when the Chairman announces the end of the session. Select the corporate event: "(REMOTE VOTING) EIG 23RD AGM" or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
6.	End of Remote Participation	<ul style="list-style-type: none"> Upon the declaration of the poll results and announcement by the Chairman on the closure of the 23rd AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

3. Appointment of Proxy or Attorney or Corporate Representative

Shareholders who appoint proxy(ies) to participate via RPV at the 23rd AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means no later than **Monday, 28 September 2020 at 2.30 p.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(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 Registered Office at Lot 11, Jalan Astaka U8/88, Bukit Jelutong, Seksyen U8, 40150 Shah Alam, Selangor, Malaysia.

(ii) By electronic form

The proxy form can be electronically lodged via **TIIH Online** at <https://tiih.online> (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Proxy Form.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Company's Registered Office at Lot 11, Jalan Astaka U8/88, Bukit Jelutong, Seksyen U8, 40150 Shah Alam, Selangor, Malaysia not later than **Monday, 28 September 2020 at 2.30 p.m.** to participate via RPV in the 23rd AGM. 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.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL/DULY CERTIFIED** certificate of appointment with the Monday, 28 September 2020 at 2.30 p.m. not later than **Monday, 28 September 2020 at 2.30 p.m.** to participate via RPV in the 23rd AGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment 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 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.

4. Electronic Lodgement of Proxy Form

The procedures to lodge your Proxy Form electronically via Tricor's TIIH Online website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none">Using your computer, please 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: "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/proxies to vote on your behalf.Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint Chairman of the Meeting as your proxy.Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy/proxies appointment.Print proxy/proxies for your record.

5. Poll Voting

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives can proceed to vote on the resolutions at any time from the commencement of the 23rd AGM at **2.30 p.m.** on **Wednesday, 30 September 2020** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (5) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 23rd AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

6. General Meeting Record of Depositors

For purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at **23 September 2020** (“General Meeting Record of Depositors”) and only a Depositor whose name appears in the General Meeting Record of Depositors shall be entitled to attend this meeting.

7. Pre-Meeting Submission of Questions to the Board of Directors

Members or proxies or corporate representatives may submit questions for the Board in advance of the 23rd AGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose the questions and submit electronically not later than **28 September 2020** at **2.30 p.m.** The Board of Directors will endeavour to respond to the relevant questions at the 23rd AGM.

8. No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

9. Food Voucher and Door Gift

There will be no distribution of food voucher or door gift to members/proxies/corporate representatives.

10. Enquiry

If you have any enquiry prior to the 23rd AGM, please contact the following officers 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