



ESTHETICS INTERNATIONAL GROUP BERHAD

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

ADMINISTRATIVE DETAILS FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING (“24th AGM” or “AGM”) OF ESTHETICS INTERNATIONAL GROUP BERHAD

Date : Thursday, 30 September 2021
Time : 2.30 p.m.
Online Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>
(Domain registration number with MYNIC: D1A282781)
provided by Tricor Investor & Issuing House Services Sdn. Bhd. Malaysia

1. Mode of Meeting

- a. As a result of the implementation of the Phase 1 of National Recovery Plan (“NRP”), the Securities Commission Malaysia had revised the Guidance Note and FAQs on the conduct of General Meetings for Listed Issuers (the “Revised Guidance Note and FAQs”) stated that with effective from 16 July 2021, any general meeting conduct during Phase 1 of NRP, is only allowed to conduct a fully virtual general meeting where all meeting participants including the Chairperson of the meeting, board members, senior management and members are required to participate in the meeting via online. Physical gatherings are strictly prohibited regardless of the crowd of any size.
- b. According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 if the online platform is located in Malaysia. Members or proxies or authorised representatives or attorneys **WILL NOT BE ALLOWED** to attend the 24th AGM in person on the day of the meeting.

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

- a. Members or proxies or authorised representatives or attorneys are to participate, speak (in the form of real time submission typed texts) and vote remotely at the 24th 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 24th 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 24th 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 authorised representative(s) or attorney(s) who wish to participate the 24th 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" select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within one (1) 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 24th AGM is available for registration at TIIH Online.

2.	Submit your request	<ul style="list-style-type: none"> • Registration is open from Monday, 30 August 2021 until the day of 24th AGM on Thursday, 30 September 2021. Member(s) or proxy(ies) or authorised representative(s) or attorney(s) are required to pre-register their attendance for the 24th AGM to ascertain their eligibility to participate the 24th using the RPV. • Login with your user ID and password and select the corporate event: "(REGISTRATION) EIG 24TH 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 2021, the system will send you an e-mail after 28 September 2021 to approve or reject 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 24th AGM remotely).</i></p>
On the day of the AGM (30 SEPTEMBER 2021)		
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 1.30 p.m. i.e. one (1) hour before the commencement of the 24th AGM on Wednesday, 30 September 2021 at 2.30 p.m.
4.	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: "(LIVE STREAM MEETING) EIG 24TH AGM" to engage in the proceeding of the 24th 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 endeavour to respond to questions submitted by you during 24th 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 2021 until a time when the Chairman announces the end of the session. Select the corporate event: "(REMOTE VOTING) EIG 24TH 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 24th AGM, the live streaming will end.

Note to users of the RPV facilities:

- a. 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.
- b. 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.
- c. 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.

4. Appointment of Proxy or Attorney or Authorised Representative

Member(s) who appoint proxy(ies) to participate via RPV at the 24th 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 2021 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://tiah.online>. 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 2021 at 2.30 p.m.** to participate via RPV in the 24th 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 not later than **Monday, 28 September 2021 at 2.30 p.m.** to participate via RPV in the 24th 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.

5. Electronic Lodgement of Proxy Form

The procedures to lodge your Proxy Form electronically via Tricor's TIIH Online website 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, please access the website at https://tiah.online. Register as a user under the "e-Services" select "Create Account by Individual Holder". Please do refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.• 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: "EIG 24TH 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/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.
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 or 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) or 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><i>(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 the Poll Administrator if you need clarifications on the user registration.)</i></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 event: "EIG 24TH AGM – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Submit" to complete your submission. • Print the confirmation report of submission for your record.

6. 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/authorised representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 24th AGM at **2.30 p.m.** on **Wednesday, 30 September 2021** 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 24th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

7. 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 2021** ("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.

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

Members or proxies or authorised representatives or attorneys may submit questions for the Board in advance of the 24th 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 2021** at **2.30 p.m.** The Board of Directors will endeavour to respond to the relevant questions at the 24th AGM.

9. No Recording or Photography

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

10. Food Voucher and Door Gift

There will be no distribution of food voucher or door gift to members or proxies or authorised representatives or attorneys

11. Enquiry

If you have any enquiry prior to the 24th 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