

ADMINISTRATIVE DETAILS FOR THE 20TH AGM



Date	: Tuesday, 8 January 2019
Time	: 10.30 a.m.
Venue of Meeting	: TG Grand Ballroom 1 Level 9, Top Glove Tower of 16, Persiaran Setia Dagang, Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan, Malaysia
Time & Place of Registration	: From 8.30 a.m. onwards Level 2, Top Glove Tower of 16, Persiaran Setia Dagang, Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan, Malaysia

REGISTRATION

1. Registration will commence at 8.30 a.m. and will remain open until the conclusion or adjournment of the Twentieth Annual General Meeting (“AGM”) or such time as may be determined by the Chairman of the meeting.
2. Please produce your **ORIGINAL** National Registration Identification Card (“NRIC”)/ Passport during registration for verification. Kindly ensure that you collect your NRIC/Passport upon completion of registration. No person will be allowed to register on behalf of another person even with the original NRIC/Passport of the other person.
3. Upon registration, you will be given a barcoded wristband, gift bag, voucher for breakfast box and lunch box redemption and AGM question form.

A shareholder or a proxy-holder is only entitled for one (1) gift bag, one (1) breakfast voucher and one (1) lunch voucher each. In the event that a shareholder is also an appointed proxy/ proxies; or if there is any subsequent appointment(s) to an already appointed proxy, he/ she will be entitled for another one (1) gift bag, one (1) breakfast voucher and one (1) lunch voucher only. Henceforth, any one (1) shareholder/ proxy may be entitled to a maximum of two (2) gift bags, two (2) breakfast vouchers and two (2) lunch vouchers.

4. Please fill up the AGM question form if you have any question to ask in the Twentieth AGM and submit the completed form at the Help Desk counter located at Level 2 before 10.00 a.m. or alternatively, you could ask the question during the AGM.
5. Only those with barcoded wristband will be allowed to enter the meeting hall. If you are attending as shareholder as well as proxy, you will only be given one identification barcoded wristband.
6. To place your votes, please produce your barcoded wristband at the designated e-voting stations in the meeting hall.
7. Should you have any queries or are unable to register, please proceed to the Help Desk counter for clarifications.

PARKING

Parking is complimentary at Top Glove Tower **ONLY**. Please produce your parking ticket for validation at the Help Desk counter.

BREAKFAST BOX AND LUNCH BOX REDEMPTION

Breakfast box may be redeemed upon registration at Level 2 and lunch box may be redeemed upon the conclusion of voting by shareholders and proxies at the foyer at Level 9.

HELP DESK

Please proceed to Help Desk for the following matters:

1. Parking ticket validation;
2. Registration of Corporate Member;
3. Any revocation of Proxy’s Appointment or any clarifications or queries or feedbacks; and
4. Submission of AGM question form.

ADMINISTRATIVE DETAILS FOR THE 20TH AGM

(CONT'D)

GENERAL MEETING RECORD OF DEPOSITORS

Members whose names appear in the Record of Depositors as at 31 December 2018 shall be entitled to attend, speak and vote at the Twentieth AGM or appoint proxies to attend, speak and vote on members' behalf.

VOTING PROCEDURE

The voting at the AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll, respectively. Poll voting for each of the resolution will be conducted upon the conclusion of the deliberations of all the businesses indicated in the Notice of the Twentieth AGM. The registration for attendance will be closed to facilitate the commencement of the poll voting.

PROXY

1. A member of the Company entitled to attend and vote at the Meeting is entitled to appoint not more than two (2) proxies, to attend and vote on his/ her behalf. If you are unable to attend the Meeting and wish to appoint a proxy to vote on your behalf, please submit your Form of Proxy in accordance with the notes and instructions printed therein.
2. If you wish to attend the Meeting yourself, please do not submit any Form of Proxy for the Meeting that you wish to attend. You will not be allowed to attend the Meeting together with a proxy appointed by you.
3. If you have submitted your Form of Proxy prior to the Meeting and subsequently decided to attend the Meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.
4. Please also ensure that the original Form of Proxy is deposited at the office of the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia not less than forty-eight (48) hours before the time appointed for holding the Meeting or at any adjournment thereof.

ENQUIRY

Please email to agm2019@topglove.com.my, if you have any queries in relation to the AGM, Form of Proxy, Administrative Details of the Meeting and the 2018 Annual Report. This email account was created for AGM enquiries and will only be valid from Wednesday, 14 November 2018 to Thursday, 10 January 2019.

Alternatively, you may contact our Share Registrar at Tel: +603-2084 9000, during office hours:

1. Mr. Wong Piang Yoong (piang.yoong.wong@sshsb.com.my)
2. Encik Mohd Hisham Hashim (hishamh@sshsb.com.my)
3. Puan Nurhayati Ang (nurhayati.ang@sshsb.com.my)

MAP TO TOP GLOVE TOWER

