



## TOP GLOVE CORPORATION BHD

[Registration No.: 199801018294 (474423-X)]  
(Incorporated in Malaysia)

### ADMINISTRATIVE DETAILS FOR THE EXTRAORDINARY GENERAL MEETING

In light of the recent Covid-19 pandemic and Recovery Movement Control Order, Top Glove Corporation Bhd (“**Top Glove**”) will conduct its Extraordinary General Meeting (“**EGM**”) on a fully virtual basis by way of live streaming and online remote voting via Remote Participation and Voting (“**RPV**”) facilities which are available on Securities Services ePortal, details as set out below:

<b>Day and Date</b>	: <b>Tuesday, 18 August 2020</b>
<b>Time</b>	: 10:00 a.m.
<b>Broadcast Venue</b>	: TG Grand Ballroom Level 9, Top Glove Tower, 16, Persiaran Setia Dagang, Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan, Malaysia
<b>Meeting Platform</b>	: Securities Services ePortal <a href="https://www.sshsb.net.my/">https://www.sshsb.net.my/</a>
<b>Modes of Communication</b>	: 1. Typed text in the Meeting Platform 2. Email questions to <a href="mailto:topglovecosec@topglove.com.my">topglovecosec@topglove.com.my</a> prior to the EGM

#### Remote Participation and Voting

1. Only shareholders whose names appear on the General Meeting Record of Depositors as at 11 August 2020 shall be eligible to participate in the EGM or appoint proxy(ies) to participate and/or vote on his/her behalf.
2. Since the EGM will be conducted virtually, shareholders/proxies will not be allowed to be physically present at the Broadcast Venue.
3. Shareholders who wish to participate at the EGM are required to register as a user of the Securities Services ePortal as well as register for the remote participation via <https://www.sshsb.net.my/> latest by Thursday, 13 August 2020. *Please refer to the Securities Services ePortal User Guide in Appendix I.*
4. Securities Services ePortal allowed individual and body corporate shareholders, through their appointed representatives to:
  - (a) Submit proxy forms electronically
  - (b) Register for RPV at meeting
  - (c) Attend and participate in meeting via live streaming
  - (d) Vote online on resolution tabled at meeting

#### Appointment of Proxy

1. If a Shareholder is unable to participate at the EGM via the RPV facilities, he/she may appoint not more than two (2) proxies to participate, speak and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
2. If you wish to participate the EGM yourself, please do not submit any proxy form. A shareholder will not be allowed to participate at the EGM if his/her proxy/proxies has/have been registered to participate at the EGM.
3. The appointment of proxy may be made in a hardcopy form or by electronic means as follows:

#### In Hardcopy Form

The proxy form shall be deposited at the Share Registrar’s office, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia, no later than **10:00 a.m.** on **Sunday, 16 August 2020.**

### **By Electronic Means**

The Proxy Form shall be electronically lodged via Securities Services ePortal's platform at <https://www.sshsb.net.my/> or by fax to +603-2094 9940 or by email to [eservices@sshb.com.my](mailto:eservices@sshb.com.my) no later than **10:00 a.m. on Sunday, 16 August 2020**. Please refer to the Securities Services ePortal User Guide in Appendix I.

4. Appointed proxies need not register for remote participation but are required to register as the users of the Securities Services ePortal latest by **Thursday, 13 August 2020**.
5. If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the EGM, please write in to [eservices@sshb.com.my](mailto:eservices@sshb.com.my) no later than **10:00 a.m. on Sunday, 16 August 2020** to revoke the earlier appointed proxy.

### **Submission of Questions**

1. Shareholders that wish to post questions to the Chairman/Board/Management can email their questions to [topglovecosec@topglove.com.my](mailto:topglovecosec@topglove.com.my) no later than 9:30 a.m. on Monday, 17 August 2020.
2. Shareholders may also submit their questions to the Chairman/Board/Management via the real time submission of typed texts through a text box within Securities Services ePortal's platform before the start or during the live streaming of the EGM.
3. The Chairman/Board/Management will endeavour to respond to relevant questions during the Meeting or by email after the Meeting.

### **Poll Voting**

1. The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The poll will be conducted by way of electronic voting. Poll Administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll, respectively.
2. Access to eVoting will be opened from the commencement of the EGM until the end of the voting session which will be announced by the Chairman of the EGM. Please refer to the Securities Services ePortal User Guide in Appendix I.

### **Door Gift**

Shareholders/proxies who had logged in to Securities Services ePortal on 18 August 2020 and casted their vote during the EGM is entitled for a discount of RM50 when purchase Top Glove products via its online platform at <https://www.tgbuys.com>. The coupon code will be emailed to eligible shareholders/proxies on 21 August 2020 and the coupon will remain valid till 21 October 2020. The said coupon can only be redeemed once.

### **Enquiries for EGM**

1. If you have any enquiry relating to the Securities Services ePortal or proxy appointment prior to the EGM, please contact our Share Registrar during office hours (from 8:30 a.m. to 5:30 p.m.):

**Share Registrar** : **Securities Services (Holdings) Sdn. Bhd.**  
**Contact Person** : 1. Mr. Wong Piang Yoong : +603-2084 9168  
2. Puan Nurhayati Ang : +603-2084 9162  
3. Encik Mohd Hisham Hashim : +603-2084 9161  
**Email** : [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my)

2. If you have any enquiry relating to the EGM Administrative Details prior to the EGM, please contact Top Glove Corporate Services Department during office hours (from 8:30 a.m. to 6:00 p.m.):

**Company** : **Top Glove Corporation Bhd**  
**Contact Person** : 1. Kassy Lim Keat See : +603-3362 3098 (Ext: 2231)  
2. Sharon Tan Bee Sean : +603-3362 3098 (Ext: 2232)  
**Email** : [topglovecosec@topglove.com.my](mailto:topglovecosec@topglove.com.my)

## Securities Services ePortal User Guide

Before the EGM	
<b>A) Register as a user of Securities Services ePortal</b>	
<p><b>Step 1:</b> Visit <a href="https://www.sshsb.net.my/">https://www.sshsb.net.my/</a> to register as a user (registration is free). Please click on 'REGISTER NOW' to begin. You will be prompted to fill in your details and also to upload a copy of your MyKad (front and back separately) or passport.</p> <p><b>Step 2:</b> A notification email will be sent to you within one (1) working day. Please verify your user account within seven (7) days of the notification email and login (Note: Your email address is your User ID)</p>	<p><b>Notes :</b></p> <ol style="list-style-type: none"> <li>1. This is a <b>ONE-TIME Registration</b>. If you already a registered user of Securities Services ePortal, you <u>need not</u> register again.</li> <li>2. Please register <b>latest by Thursday, 13 August 2020</b>.</li> </ol>
<b>B) Registration for Remote Participation</b>	
<p><b>Step 1:</b> Log on to <a href="https://www.sshsb.net.my/">https://www.sshsb.net.my/</a> with your registered User ID (email address) and password.</p> <p><b>Step 2:</b> Select "Top Glove Corporation Bhd EGM on 18 August 2020 at 10:00 a.m.: Registration for Remote Participation" under the Corporate Exercise/Event tab and Click "&gt;".</p> <p><b>Step 3:</b> Select whether you are participating as <b>(1) Individual Shareholder</b>; or <b>(2) Corporate or Authorised Representative of a body corporate<sup>1</sup></b>, and enter the <b>CDS account number</b>.</p>	<p><b>Notes :</b></p> <ol style="list-style-type: none"> <li>1. If you wish to participate remotely at the EGM, please register <b>latest by Sunday, 16 August 2020, 10:00 a.m.</b></li> <li>2. A copy of your eRegistration for remote participation can be accessed via My Records.</li> <li>3. You need to register for remote participation for every CDS account(s) you have or represent as an individual shareholder or Corporate or Authorised Representative.</li> </ol>
<b>C) Submission of eProxy Form</b>	
<p><b>Step 1:</b> Log on to <a href="https://www.sshsb.net.my/">https://www.sshsb.net.my/</a> with your registered User ID (email address) and password.</p> <p><b>Step 2:</b> Select "Top Glove Corporation Bhd EGM on 18 August 2020 at 10:00 a.m.: Submission of Proxy Form" under the Corporate Exercise/Event tab and Click "&gt;".</p> <p><b>Step 3:</b> Select whether you are submitting the proxy form as <b>(1) Individual Shareholder</b>; or <b>(2) Corporate or Authorised Representative of a body corporate<sup>1</sup></b></p>	<p><b>Notes :</b></p> <ol style="list-style-type: none"> <li>1. Please submit your Proxy Form <b>latest by Sunday, 16 August 2020, 10:00 a.m.</b> if you wish to appoint proxy(ies) to participate on behalf.</li> <li>2. You are strongly encouraged to appoint the Chairman as the proxy in the event you are not being able to participate remotely.</li> <li>3. A copy of your submitted eProxy Form can be accessed via My Records.</li> <li>4. You need to submit your eProxy Form for every CDS account(s) you have or represent.</li> </ol>

<sup>1</sup> For body corporates, the appointed Corporate/Authorised Representative must upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). Any document that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50940 Kuala Lumpur, Malaysia for verification before the registration closing date and time.

<p><b>Step 4:</b> Enter your <b>CDS account number</b> or the body corporate's CDS account number and corresponding <b>number of securities</b>.</p> <p><b>Step 5:</b> Enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).</p> <p><b>Step 6:</b> Proceed to indicate how your votes are to be casted against each resolution.</p> <p><b>Step 7:</b> Review and confirm your proxy form details before submission.</p>	<p>5. <b>Appointed proxies need not register for remote participation under (B) above but are required to be registered users</b> of the Securities Services ePortal by <b>Thursday, 13 August 2020</b>.</p> <p>6. Upon processing the proxy forms, remote participation access will be granted to the proxy(ies) instead of the shareholder, provided the proxy(ies) must be a registered user of the ePortal, failing which, the proxy will not be able to participate at the EGM.</p> <p>7. Upon verification by the Share Registrar with the General Meeting Record of Depositors as at 11 August 2020, you will receive an email advising you if your remote participation/ eProxy Form was approved or rejected.</p>
<p><b>On the EGM Day (Tuesday, 18 August 2020 @ 10:00 a.m.)</b></p>	
<p><b>A) Joining the Live Stream Meeting</b></p>	
<p><b>Step 1:</b> Log on to <a href="https://www.sshsb.net.my/">https://www.sshsb.net.my/</a> with your registered User ID (email address) and password.</p> <p><b>Step 2:</b> Select "<b>Top Glove Corporation Bhd EGM on 18 August 2020 at 10:00 a.m.: Live Stream Meeting</b>" under the Corporate Exercise/Event tab and Click "&gt;" to join the EGM.</p>	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. You can start to login 1 hour before the commencement of the EGM.</li> <li>2. If you have any questions that you wish to raise, please use the text box to submit your question. The Chairman/Board will endeavour to respond to your question during the EGM.</li> <li>3. Quality of the live streaming is dependent on the stability of the internet connection at the location of the user.</li> </ol>
<p><b>B) Remote Online Voting during the EGM</b></p>	
<p><b>Step 1:</b> Log on to <a href="https://www.sshsb.net.my/">https://www.sshsb.net.my/</a> with your registered User ID (email address) and password.</p> <p><b>Step 2:</b> Select "<b>Top Glove Corporation Bhd EGM on 18 August 2020 at 10:00 a.m.: Remote Voting</b>" under the Corporate Exercise/Event tab and Click "&gt;" to remotely cast and submit votes online for the resolution tabled at the EGM.</p> <p><b>Step 3:</b> Cast your votes by clicking on the radio buttons against each resolution and review your casted votes and submit the votes.</p> <p><b>Step 4:</b> Upon casting your votes, you may rejoin the Live Stream Meeting for the poll result announcement, (Please refer to Step 2 under "A) Joining the Live Stream Meeting" above)</p>	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Access to eVoting will be opened on the aforementioned date and time.</li> <li>2. Your votes casted will apply throughout <b>ALL</b> the CDS accounts you represent as an individual shareholder, corporate/ authorised representative and proxy.</li> <li>3. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the Proxy Form.</li> <li>4. Access to eVoting will be closed when the Chairman announces the closing of all voting at the EGM.</li> <li>5. A copy of your submitted eVoting can be accessed via My Records.</li> </ol>
<p><b>C) End of Remote Participation</b></p>	
<p>The live streaming will end upon the announcement by the Chairman on the closure of the EGM.</p>	