

ADMINISTRATIVE DETAILS FOR THE 21ST AGM



Date	:	Wednesday, 8 January 2020
Time	:	10:30 a.m.
Venue of Meeting	:	TG Grand Ballroom 1 Level 9, Top Glove Tower , 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 , 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 Twenty-First 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. After the verification, you are required to write your name and sign on the Attendance List placed at the registration counter.
4. Upon registration, you will be given (a) a personalised barcoded wristband for voting purpose; (b) a voucher for refreshment; (c) a gift bag; (d) a voucher for lunch box redemption; and (e) AGM question form.
 - Please retain item (a) for entry to the meeting hall and for voting at the designated e-voting stations in the meeting hall.
 - A shareholder or a proxy-holder or a corporate representative is only entitled for one of the aforesaid items (b) to (d). In the event that a shareholder is also an appointed proxy/ proxies/ corporate representative; or if there is any subsequent appointment(s) to an already appointed proxy or corporate representative, he/ she will be entitled for another one of the aforesaid items (b) to (d) only. Henceforth, any one (1) shareholder/ proxy / corporate representative may be entitled to a maximum of two (2) of the aforesaid items (b) to (d).
 - There will be no replacement in the event that you misplaced any one of the aforesaid items (a) to (d).
 - Please fill up the AGM question form if you have any question to ask during the 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. Should you have any queries or are unable to register, please proceed to the Help Desk counter which is located at Level 2, next to the registration counters for clarifications.

PARKING

Parking is complimentary at Top Glove Tower **ONLY**. Please produce your parking ticket for validation at the registration counters.

FOOD AND BEVERAGE

1. Please collect your food and beverage at the foyer at Level 2 with the refreshment voucher and you may be seated at the same floor to have your refreshment.
2. Lunch box may be redeemed upon the conclusion of voting by shareholders, proxies and corporate representatives at the foyer at Level 9.

ADMINISTRATIVE DETAILS FOR THE 21ST AGM

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HELP DESK

Please proceed to Help Desk counter for the following matters:

1. Registration of corporate representative;
2. Any revocation of proxy's appointment or any clarifications or queries or feedbacks; and
3. Submission of AGM question form.

GENERAL MEETING RECORD OF DEPOSITORS

Members whose names appear in the Record of Depositors as at 31 December 2019 shall be entitled to attend, speak and vote at the AGM or appoint proxies or corporate representatives 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 resolutions will be conducted upon the conclusion of the deliberations of all the businesses indicated in the Notice of the 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 counter to revoke the appointment of your proxy.
4. You may submit your Form of Proxy to the office of the Share Registrar, Securities Services (Holdings) Sdn. Bhd. by fax at +603-2094 9940/+603-2095 0292 or email to info@sshsb.com.my. 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 Damanela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia no later than Monday, 6 January 2020 at 10:30 a.m..

ANNUAL REPORT 2019

The following documents are available at the Company's website at <https://www.topglove.com/general-meeting/> :

1. Annual Report 2019
2. Corporate Governance Report 2019
3. Share Buy-Back Statement to Shareholders 2019
4. Notice of 21st AGM
5. Form of Proxy
6. Voting Instruction Form (for Singapore Shareholders)
7. Administrative Details for 21st AGM

Should you require a printed copy of the Annual Report 2019, please access this link <https://www.research.net/r/TGAR2019requestform> to complete the required details.

Printed copies of Annual Report 2019 are available for collection from the Help Desk counter located at Level 2 on a first come first serve basis. Please consider the environment (Go Green) before you request for it.

ENQUIRY

Please email to agm2020@topglove.com.my, if you have any queries in relation to the AGM, Form of Proxy, Administrative Details of the 21st AGM and the Annual Report 2019. This email account was created for AGM enquiries and will only be valid from Wednesday, 13 November 2019 to Friday, 10 January 2020.

Alternatively, you may contact our Share Registrar at telephone no.: +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)