

**ADMINISTRATIVE DETAILS FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

Date	: Wednesday, 10 October 2018
Time	: 10.00 a.m. and 10.30 a.m. respectively
Venue of Meeting	: TG Grand Ballroom 1 <b>Level 9, Top Glove Tower</b> 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 <b>Level 2, Top Glove Tower</b> 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 EGM 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 redemption and EGM question form.

A shareholder or a proxy-holder is only entitled for one (1) gift bag and one (1) breakfast voucher each for both meetings. 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 and one (1) breakfast voucher only for both meetings. Henceforth, any one (1) shareholder/proxy may be entitled to a maximum of two (2) gift bags and two (2) breakfast vouchers for both meetings.

For shareholders and proxies who are either attending the EGM 1 or EGM 2 only, they are also entitled to a maximum of two (2) gift bags and two (2) breakfast vouchers.

4. Please fill up the EGM question form if you have any question to ask in the EGM and submit the completed form at the help desk counter located at Level 2 before 9.30 a.m. or alternatively, you could ask the question during the EGM.
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.

**BREAKFAST BOX REDEMPTION**

Upon registration, please proceed to redeem your breakfast box located at the same floor as the registration.

**PARKING**

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

**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 EGM question form.

## GENERAL MEETING RECORD OF DEPOSITORS

Members whose names appear in the Record of Depositors as at 3 October 2018 shall be entitled to attend, speak and vote at the EGM or appoint proxies to attend, speak and vote on members' behalf.

## VOTING PROCEDURE

The voting at the EGM 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 the resolution(s) will be conducted upon the conclusion of the deliberations of the business(es) indicated in the Notice of the EGM. 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 [egm2018@topglove.com.my](mailto:egm2018@topglove.com.my), if you have queries in relation to the EGM, Form of Proxy, Administrative Details, Notice and Circular of the Meeting. This email account was created for EGM enquiries and will only be valid from Wednesday, 12 September 2018 to Monday, 12 October 2018.

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](mailto:piang.yoong.wong@sshsb.com.my))
2. Encik Mohd Hisham Hashim ([hishamh@sshsb.com.my](mailto:hishamh@sshsb.com.my))
3. Puan Nurhayati Ang ([nurhayati.ang@sshsb.com.my](mailto:nurhayati.ang@sshsb.com.my))

## MAP TO TOP GLOVE TOWER

