



PRESS METAL ALUMINIUM HOLDINGS BERHAD
Registration No. 201601027232 (1198171-H)

ADMINISTRATIVE DETAILS OF 4TH ANNUAL GENERAL MEETING

Meeting Date	: Thursday, 11 June 2020
Time	: 10.30 a.m.
Meeting Platform	: https://tiih.online
Mode of Communication	: Members may submit questions to the Board of Directors prior to the 4 th AGM via Tricor's TIIH Online website at https://tiih.online by selecting "e-Services" to login, pose questions and submit electronically no later than 10.30 a.m. on Wednesday, 3 June 2020 or to use the query box to transmit questions to Board of Directors via Remote Participation and Voting facilities during live streaming
Broadcast Venue	: Suite 61&62, Setia Avenue, No. 2, Jalan Setia Prima S U13/S Setia Alam Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan, Malaysia

MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the Fourth Annual General Meeting of the Company ("4th AGM") will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which stipulates that the Chairperson of the meeting shall be at the main venue of the 4th AGM. Hence, **NO SHAREHOLDERS/PROXIES** from the public should be physically present at the Broadcast Venue on the day of the 4th AGM.

REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "Participate") remotely at the 4th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to Participate via RPV in the 4th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **10.30 a.m. on Tuesday, 9 June 2020**.

Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to Tricor not later than **10.30 a.m. on Tuesday, 9 June 2020** to Participate via RPV in the 4th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **10.30 a.m. on Tuesday, 9 June 2020** to Participate via RPV in the 4th AGM.

A shareholder who has appointed a proxy or attorney or corporate representative to Participate at the 4th AGM must request his/her proxy or attorney or corporate representative to register himself/herself for RPV via TIIH Online website at <https://tiih.online>.

As the 4th AGM is a fully virtual AGM, shareholders who are unable to Participate in this meeting may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

Procedures for RPV

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 4th AGM using the RPV:

	Procedure	Action
BEFORE THE DAY OF 4TH AGM		
(a)	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”. Refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from 10.30 a.m. on Wednesday, 13 May 2020 up to 10.30 a.m. on Tuesday, 9 June 2020. Login with your user ID and password and select the corporate event: “(REGISTRATION) PMETAL 4TH 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 General Meeting Record of Depositors as at 1 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF 4TH AGM (11 JUNE 2020)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 4th AGM at any time from 10.10 a.m. i.e. 20 minutes before the commencement of the 4th AGM at 10.30 a.m. on Thursday, 11 June 2020.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) PMETAL 4TH AGM” to engage in the proceedings of the 4th AGM remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the 4th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.30 a.m. on Thursday, 11 June 2020 until a time when the Chairman announces the completion of the voting session of the 4th AGM. Select the corporate event: “(REMOTE VOTING) PMETAL 4TH AGM”. 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.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 4th AGM, the Live Streaming will end.

Note to users of the RPV:

1. Should your application to join the meeting 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.
2. 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.
3. In the event that you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

No Breakfast/Lunch Pack & Door Gift

- There will be **NO DISTRIBUTION of food packs or door gifts** during the 4th AGM as the meeting will be conducted on fully virtual basis.

General Meeting Record of Depositors (“ROD”)

- Only a depositor whose name appears on the ROD as at **1 June 2020** shall be entitled to attend the 4th AGM or appoint proxies to attend and/or vote on his/her behalf.

Proxy

- The 4th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on Thursday, 11 June 2020, you may appoint the Chairman of the 4th AGM as proxy and indicate the voting instructions in the Proxy Form.
- You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) by fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com. However, please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 4th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.
- You may also submit the Proxy Form electronically via TIIH Online website at <https://tiih.online> no later than 10.30 a.m. on Tuesday, 9 June 2020. Please do read and follow the procedures to submit Proxy Form electronically below.

Poll Voting

- The Voting at the 4th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Coopers Professional Scrutineers Sdn. Bhd. as Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the 4th AGM at 10.30 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) 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 4th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

Annual Report 2019

- The Company’s Annual Report 2019 and Circular are available at the Company’s website at www.pressmetal.com/index.php?agmreports-2020.
- You may request for a printed copy of the Annual Report 2019 and/or Circular at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services”. Nevertheless, we hope you would consider the environment before you decide to request for the printed copy.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none">• Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.• 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: "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(s) to vote on your behalf.• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.• Review and confirm your proxy(s) appointment.• Print proxy form for your record.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 4th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **10.30 a.m.** on **Wednesday, 3 June 2020**. The Board will endeavor to answer the questions received at the 4th AGM.

RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 4th AGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons 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. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com

Ms Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com