



ECM Libra Group Berhad
(formerly known as ECM Libra Financial Group Berhad)
(200501031433)(713570-K)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR FIFTEENTH ANNUAL GENERAL MEETING

INFORMATION ON FIFTEENTH ANNUAL GENERAL MEETING (“15th AGM”)

Date : 9 September 2020 (Wednesday)
Time : 2.30 p.m.
Venue : **MAKAN at Tune Hotel KLIA 2**
Lot Pt 13, Jalan KLIA 2/2
64000 KLIA, Selangor

In view of the constant evolving COVID-19 situation in Malaysia, the Company may be required to change the arrangements of its 15th AGM at short notice. Members are advised to check the website of Bursa Malaysia Securities Berhad at <https://www.bursamalaysia.com> under the “Company Announcements” and/or the website of the Company at www.ecmlibra.com under the “Investor Relations” from time to time for the latest updates on the status of or changes to the 15th AGM arrangement.

ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a depositor whose name appears in the Record of Depositors of the Company as at **1 September 2020** shall be regarded as a member entitled to attend, speak and vote, and appoint not more than two (2) proxies to attend, speak and vote on his/her behalf, at the 15th AGM.

APPOINTMENT OF PROXY

If you wish to appoint a proxy to attend and vote on your behalf at the 15th AGM, the original Form of Proxy must be deposited at the Registered Office of the Company at 2nd Floor, West Wing, Bangunan ECM Libra, 8 Jalan Damansara Endah, Damansara Heights, 50490 Kuala Lumpur not less than 48 hours before the time appointed for holding the meeting or adjourned meeting.

COVID-19 – PUBLIC HEALTH PRECAUTIONARY MEASURES

1. In light of the COVID-19 outbreak, the 15th AGM will be conducted in accordance with the directives of the Ministry of Health Malaysia, the “SOP Am Pelaksanaan Majlis Kerajaan dan Swasta” issued by the Malaysian National Security Council and the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia and other directives and guidelines which may be issued from time to time by the Government of Malaysia.
2. To safeguard the health and safety of attendees and to minimize the risks of spreading the COVID-19 virus, the Company will implement the following precautionary measures for the 15th AGM:
 - a. A health screening counter will be set up at the entrance of meeting venue to conduct body temperature screening on all attendees as well as to administer.
 - b. All attendees are required to register their attendance vide the “**MySejahtera App**” using attendee’s own smart mobile phone by scanning the QR code provided (Attendees are advised to download and installed the said App in advance onto their smart mobile phone).
 - c. Attendees who do not possess smart mobile phones must be manually registered.

- d. Attendees having a body temperature exceeding 37.5°C and/or exhibiting one or more of the symptoms such as fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath will not be allowed to attend and participate in the 15th AGM. Such attendees must seek medical attention immediately.
- e. If you have travelled overseas in the past 14 days prior to the 15th AGM or have been in contact with a COVID-19 affected person, and/or person suspected of COVID-19 case or if you are unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath, you should refrain from attending the 15th AGM in person. Under such circumstances, you are advised to appoint the Chairman of the meeting as your proxy to attend and vote at the 15th AGM on your behalf.
- f. Attendees must sanitise their hands and wear a face mask as well as observe/maintain social distancing of at least 1 metre between each other at all times.

MEETING VENUE AND SEATING ARRANGEMENT

1. In order to assist the Company in managing the turnout for the 15th AGM, members/proxies/corporate representatives are required to pre-register with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**"), via the TIIH Online at <https://tiih.online>, if the members/proxies/corporate representatives wish to attend the 15th AGM in person. Kindly refer to the pre-registration procedures below.
2. Seats at the meeting venue would be placed at least one metre apart from one another.

DOOR GIFTS

There will be no door gifts provided for the 15th AGM.

PRE-REGISTRATION TO ATTEND THE 15TH AGM

With reference to the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, members/proxies/corporate representatives who wish to attend the 15th AGM in person are required to register ahead of the meeting to allow the Company to make the necessary arrangements in relation to the meeting, i.e. infrastructures, logistics and meeting venue to accommodate the meeting participants.

Kindly refer to the following procedures to pre-register your physical attendance at the 15th AGM with Tricor, via the TIIH Online at <https://tiih.online> no later than **Monday, 7 September 2020 at 2.30 p.m.**

1. Login to TIIH Online with your user name (i.e. email address) and password under the "e-Services". If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on its homepage for assistance to sign up.
2. Select the corporate event: "(REGISTRATION) ECM 15TH AGM".
3. Read and agree to the Terms & Conditions and confirm the Declaration.
4. Select "Register for Physical Attendance at Meeting Venue".
5. Review your registration and proceed to register.
6. System will send an email to notify that your registration for Physical Attendance at Meeting Venue has been received and will be verified.
7. Upon verification of your registration against the Record of Depositors of the Company as at 1 September 2020, the system will send you an email to approve or reject your registration to attend physically at the Meeting Venue.

REGISTRATION ON THE DAY OF THE 15TH AGM

1. Registration will commence at 1.30 p.m.
2. Please present your original MyKad/passport to the registration desk for verification.

3. Upon verification, you are required to write your name, mobile contact and sign the attendance list placed on the registration table.
4. You will be given an identification wristband with a personalised passcode for the purpose of voting at the 15th AGM.
5. You must wear the identification wristband throughout the 15th AGM as no person will be allowed to enter the meeting venue without the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
6. If you are attending the 15th AGM as a member as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting venue.
7. No person will be allowed to register on behalf of another person even with the original MyKad/passport of the other person.
8. Social distance of at least one metre should be observed when awaiting for your turn to facilitate meeting registration.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions to the Board of Directors prior to the 15th AGM via the TIIH Online at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 7 September 2020 at 2.30 p.m.**

ANNUAL REPORT 2019

1. The Annual Report 2019 is available at the website of the Company at <https://www.ecmlibra.com> under the "Investor Relations" which can also be viewed and downloaded from the designated website links: <http://ecmlibra.com/agm.asp>.
2. As a member of the Company, you may request for a printed copy of the Annual Report 2019 via the TIIH Online at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone or email to Tricor at 03-2783 9299 or is.enquiry@my.tricorglobal.com.

ENQUIRY

If you have any enquiries on the above, kindly contact Tricor from Mondays to Fridays, 9.00 a.m. to 5.30 p.m. (except on public holidays):

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| General Line | : | +603-2783 9299 |
| Fax Number | : | +603-2783 9222 |
| Email | : | is.enquiry@my.tricorglobal.com |
| Contact Persons | : | Mr Eric Low (603-2783 9267 / Eric.Low@my.tricorglobal.com) |
| | : | Encik Sazali Husin (603-2783 9280 / Sazali@my.tricorglobal.com) |
| | : | Encik Amier Arief (603-2783 9250 / Amier.Arief@my.tricorglobal.com) |