



SKP RESOURCES BHD

[Registration No. 200001021690 (524297-T)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTIETH ("20TH") ANNUAL GENERAL MEETING ("AGM") OF SKP RESOURCES BERHAD ("THE COMPANY")

Event : 20th AGM
Date : 25 September 2020
Venue : Melati Room, Level 2, Bangi Resort Hotel, Off Persiaran Bandar,
43650 Bandar Baru Bangi, Selangor Darul Ehsan
Time : 11.00 a.m.

SHAREHOLDERS/PROXY

1. The instrument appointing a proxy must be deposited at the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur not less than forty-eight (48) hours before the time for holding the Meeting or any adjournment thereof.
2. In the case of a corporate member, the instrument appointing a proxy must be either under its common seal or under the hand of its officer or attorney duly authorised and must be deposited at the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur not less than forty-eight (48) hours before the time for holding the Meeting or any adjournment thereof.
3. Only members whose names appear in the Record of Depositors on 17 September 2020 ("General Meeting Record of Depositors") shall be eligible to attend, speak and vote at the AGM or appoint proxies to attend, speak and vote on such members' behalf.

Please note that the following documents of the Company are available at our Company's corporate website, <https://www.skpres.com/AR.html> or scan the QR Code below:-

- (a) Annual Report 2020;
- (b) Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to Purchase its Own Shares;
- (c) Notice of the 20th AGM; and
- (d) Form of Proxy



GUIDANCE REGARDING THE 20TH AGM

In compliance with the General Standard Operating Procedures ("SOP") on Event Implementation of Government and Private Institutions issued by the Malaysian National Security Council ("MKN") ("MKN's SOP") as well as the Guidance and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers ("Guidance Note") issued by the Securities Commission Malaysia ("SC") on 18 April 2020 and subsequently revised on 11 June 2020, 18 June 2020 and 24 June 2020 respectively, the Company would be implementing the following precautionary measures to minimise possible COVID-19 transmission.

PRIOR REGISTRATION OF ATTENDANCE

The 20th AGM will be a physical annual general meeting. Pursuant to the Guidance and FAQs issued by SC, shareholders are required to pre-register themselves with the Company by providing their NAME, PHONE NO., NRIC NO. and CDS Account No. via email to BSR.Helpdesk@boardroomlimited.com by Wednesday, 23 September 2020, 11.00 a.m. Due to the implementation of social distancing rule and limitation of space at meeting venue, only successfully registered shareholders will be allowed to enter the meeting venue. Shareholders who have successfully registered themselves will be notified via a reply email. This is to allow the Company to make necessary arrangements for the 20th AGM.

The Company is abiding with the MKN's SOP in conducting the 20th AGM. Shareholders are advised to download the MySejahtera application in advance at their phone and to register their attendance for the meeting. Shareholders are required to present their health declaration at the application and their MyKad for registration and verification purpose.

Precautions and Preventive Measures in view of COVID-19

1. In light of the COVID-19 outbreak, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health before attending the AGM.
2. If you have travelled overseas to China, United States of America, Hong Kong, Japan, South Korea, Italy, Iran and other affected countries (as and when announced by the WHO and Malaysia's Ministry of Health in the past 14 days) or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices.
3. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. The attendance of outstation shareholders at the AGM are strongly discouraged. Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on behalf at the forthcoming AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote on behalf.
5. The Company will take the precaution measure by conducting temperature checks on all members upon arrival at the AGM venue. You will not be allowed to enter the meeting venue if you have the above symptoms or having a body temperature above 37.5 °C. All attendees are to sanitize their hands and wear face mask before entering.
6. Shareholders are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine, other health and safety precautions from time to time.

DOOR GIFTS

There is no door gift provided.

REFRESHMENT

Coffee and snacks will be served upon conclusion of the AGM.

REGISTRATION

1. **Registration will start at 9.00 a.m. on Friday, 25 September 2020.**
2. Kindly produce your original MyKad/Passport (for foreigners) to the registration staff at the registration counter for verification. Please ensure to collect your MyKad/Passport thereafter.
3. Upon verification, you are required to sign on the Attendance list prepared by the registration staff.
4. After registration, shareholders will be given a barcoded wristband. Shareholders are required to put on the barcoded wristband for voting purpose later.
5. No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
6. The registration counter will handle only verification of identity and registration.
7. Please vacate the registration area immediately after registration. Attendees are also required to observe social distancing rule.
8. Poll Administrator's Helpdesk will handle the revocation of a proxy's appointment.

PROXY

1. A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the Meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form by Wednesday, 23 September 2020 at 11.00 a.m., in accordance with the notes and instructions printed therein.
2. You may submit your Proxy Form to the the Company's Registered Office at **Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan.**
3. If you wish to attend the Meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the Meeting together with a proxy appointed by you.

SEATING ARRANGEMENT FOR THE 20TH AGM

1. All members who have registered will be allowed to enter the meeting room from 10.00 a.m. onwards.
2. Members are encouraged to be seated at least five (5) minutes before the commencement of the meeting.

VOTING PROCEDURE

1. The voting at the AGM will be conducted on a poll.
2. Boardroom Share Registrars Sdn. Bhd. (formerly known as Symphony Share Registrars Sdn. Bhd.) has been appointed as Poll Administrator to conduct the polling.
3. Commercial Quest Sdn. Bhd has been appointed as Independent Scrutineers to verify the results of the poll.

4. The Poll Administrator will be available to brief and/or guide all AGM attendees before commencement of and during the voting process.

PARKING

Free parking is provided. Members or proxies are advised to park at Bangi Resort Hotel's designated parking lots for visitors to prevent their vehicles being clamped by the hotel management. SKP Resources Berhad would not be responsible or reimburse any costs incurred by members or proxies to have their vehicles unclamped by the hotel management due to parking at non-designated parking areas.

PERSONAL BELONGINGS

Members and proxies are to take care of your own personal belongings. The organiser will not be held responsible for any lost of personal belongings before and after the meeting.