



Signature International Berhad

Registration No. 200601034359 (754118-K)
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF MEETING FOR THE
FOURTEENTH ANNUAL GENERAL MEETING**

Dear Valued Shareholders of Signature International Berhad (“SIGN” or “the Company”),

On 28 October 2020, SIGN had announced and distributed to the shareholders its Notice of Fourteenth Annual General Meeting (“14th AGM”) scheduled to be held physically on Thursday, 3 December 2020 at the Auditorium of Signature International Berhad at Lot No. 24, Jalan Teknologi, Taman Sains Selangor 1, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia at 10.00 a.m.

In light of the extension of the Conditional Movement Control Order until 6 December 2020 to curb the spread of COVID-19 in Malaysia, the mode of the 14th AGM of the Company will now be conducted on a **virtual basis through live streaming from the Broadcast Venue** as set out below and online remote voting using the Remote Participation and Voting Facilities (“RPV”). Other details of the 14th AGM shall remain unchanged.

Date : Thursday, 3 December 2020
Time : 10.00 a.m.
Broadcast Venue : Auditorium of Signature International Berhad at Lot No. 24, Jalan Teknologi, Taman Sains Selangor 1, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor Darul Ehsan

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 14th AGM in person at the Broadcast Venue on the day of the meeting.

To attend the 14th AGM remotely using the RPV, all shareholders/proxies/attorneys/authorised representatives will have to register your request to participate with our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via TIIH Online website at <https://tiih.online> from 13 November 2020 until the day of the 14th AGM on **Thursday, 3 December 2020**. Kindly refer to the Revised Administrative Guide for more information on registration process which are available on the Company’s website at <http://signatureinternational.com.my/annual-reports/>. Please note that the Revised Administrative Guide shall supersede the earlier Administrative Guide announced on 28 October 2020.

Shareholder/proxies/attorneys/authorised representatives may raise questions before the 14th AGM to the Chairman or Board of Directors via TIIH Online website at <https://tiih.online>, by selecting “e-services” to login and submit the questions electronically no later than **Tuesday, 1 December 2020 at 10.00 a.m.** The Chairman or Board of Directors will endeavor to address the questions received at the 14th AGM.

We look forward to connecting with you via the RPV on the day of the 14th AGM. Thank you for your continued support to the Company.

Should you require any assistance on the above, kindly contact Tricor at:-

Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		Telephone Number
	General Line	603-2783 9299
	Fax Number	603-2783 9222
	En Zulhafri	603-2783 9289 Zulhafri@my.tricorglobal.com
	En Ahmad Syafiq	603-2783 9248 Ahmad.Syafiq@my.tricorglobal.com
Email	Is.enquiry@my.tricorglobal.com	

Yours faithfully,

Datuk Seri Dr. Mohd Shafei Bin Abdullah
Independent Non-Executive Chairman

13 November 2020



Signature International Berhad
Registration No. 200601034359 (754118-K)
(Incorporated in Malaysia)

FOURTEENTH ANNUAL GENERAL MEETING

REVISED ADMINISTRATIVE GUIDE (FULLY VIRTUAL MEETING)

Date	: Thursday, 3 December 2020
Time	: 10.00 a.m.
Broadcast Venue	: Auditorium of Signature International Berhad at Lot No. 24, Jalan Teknologi, Taman Sains Selangor 1, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor Darul Ehsan

MODE OF MEETING

In view of the COVID-19 outbreak and the extension of the Conditional Movement Control Order until 6 December 2020, the Fourteenth Annual General Meeting (“14th AGM”) scheduled to be held physically will be conducted on a **virtual basis through live streaming from the Broadcast Venue and online remote voting**. 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 and last revised on 13 October 2020, including any amendment that may be made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders/proxies/attorneys/authorised representatives **WILL NOT BE ALLOWED** to attend the 14th AGM in person at the Broadcast Venue on the day of the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 14th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 14th AGM. The Company will continue to observe the guidelines issued by the Government, Ministry of Health (MOH), Malaysian National Security Council and other relevant authorities and will take all relevant precautionary measures as advised.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 14th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedures for RPV.

For shareholder/proxies/attorneys/authorised representatives who have pre-registered their attendance to attend the physical 14th AGM earlier, Tricor will automatically register you or your appointed proxy(ies) to join the RPV. An email will be sent to you by Tricor after verification of your registration against the Record of Depositors as at 25 November 2020 and the said email will inform whether your registration for remote participation is approved or rejected.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 14th AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 14th AGM is a fully virtual AGM, shareholders who are unable to participate in this 14th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

PROCEDURES FOR RPV

Shareholder/proxies/attorneys/authorised representatives who wish to participate the 14th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:-

	Procedure	Action
BEFORE THE AGM DAY		
(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. Registration as a user will be approved within one working day and you will be notified via email. 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 registration for RPV	<ul style="list-style-type: none"> Registration is open from Friday, 13 November 2020 until the day of 14th AGM on Thursday, 3 December 2020. Shareholder/proxies/attorneys/authorised representatives are required to pre-register their attendance for the 14th AGM to ascertain their eligibility to participate the 14th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) SIGN 14th 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 dated 25 November 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 14th AGM remotely).</i></p>
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 14th AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the 14th AGM on Thursday, 3 December 2020 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SIGN 14th AGM” to engage in the proceedings of the 14th 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 14th 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 10.00 a.m. on Thursday, 3 December 2020 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) SIGN 14th AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. 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 14th AGM, the live streaming will end.

Note to users of the RPV:

1. Should your registration for RPV 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 you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, 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.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 14th 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 **Tuesday, 1 December 2020 at 10.00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the 14th AGM:

(i) In hard copy form

To be deposited with the Company's Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic means via TIIH Online

The proxy form can be electronically via TIIH Online website at <https://tiih.online> (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Proxy Form.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Company's Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **not later than Tuesday, 1 December 2020 at 10.00 a.m.** to participate via RPV in the 14th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

Please ensure ALL the particulars as required in the Proxy Form are completed, signed and dated accordingly.

For a corporate member who has appointed an authorised representative, please deposit the ORIGINAL certificate of appointment with the Company's Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **not later than Tuesday, 1 December 2020 at 10.00 a.m.** to participate via RPV in the 14th AGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

PROCEDURE FOR ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to submit 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">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 DeclarationInsert 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.

POLL VOTING

The voting at the 14th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholder/proxies/attorneys/authorised representatives can proceed to vote on the resolutions at any time from **10.00 a.m. on Thursday, 3 December 2020** 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 14th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 14th 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 **Tuesday, 1 December 2020 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 14th AGM.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for the 14th AGM since the meeting is being conducted on a fully virtual basis.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography are strictly prohibited at the 14th AGM

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 Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		Telephone Number
	General Line	603-2783 9299
	Fax Number	603-2783 9222
	En Zulhafri	603-2783 9289 Zulhafri@my.tricorglobal.com
	En Ahmad Syafiq	603-2783 9248 Ahmad.Syafiq@my.tricorglobal.com
Email	ls.enquiry@my.tricorglobal.com	