



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

## **FOURTEENTH ANNUAL GENERAL MEETING**

### **ADMINISTRATIVE GUIDE**

Date	: Thursday, 3 December 2020
Time	: 10.00 a.m.
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

### **SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK**

- (1) The Company places paramount importance on the well-being and safety of all stakeholders including shareholders, proxies, staff and other attendees, and measures have been implemented, and will continue to implement the applicable directive, safety and precautionary requirements prescribed by the Government, Ministry of Health Malaysia (MOH), Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
- (2) All resolutions set out in the Notice of the Fourteenth Annual General Meeting ("14th AGM") dated 28 October 2020 by the Company will be voted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. In view of the COVID-19 outbreak, physical attendance at the 14th AGM may present a risk to the shareholders. As such, shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the 14th AGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
- (3) If you have travelled overseas in the past 14 days, have been in contact with a COVID-19 affected person, and/or person suspected of COVID-19 case or if you are unwell with sore throat, fever, flu, cough, aches and pains, nasal congestion, runny nose, diarrhea, shortness of breath or any symptoms of the COVID-19, please quarantine yourself at home. You are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote at the 14th AGM.
- (4) We will be conducting temperature checks on all persons upon arrival at the 14th AGM venue. Any person with a body temperature of above 37.5 degree celsius or showing symptoms of respiratory illness such as coughing and sneezing, will be denied entry into the meeting venue.
- (5) For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the AGM as well as maintain social distancing throughout the meeting.

### **PRE-REGISTRATION TO ATTEND THE 14TH AGM**

Shareholders are required to register ahead of the 14th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructures, logistics and meeting venue(s) to accommodate the meeting participants.

Kindly refer to the following procedures to pre-register your physical attendance at the 14th AGM via the TIIH Online website at <https://tiih.online>:-

- (1) Login in to TIIH Online website with your user name (i.e. e-mail 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 the homepage for assistance to sign up.
- (2) Select the corporate event: “**(REGISTRATION) SIGNATURE 14TH 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 e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- (7) After verification of your registration against the General Meeting Record of Depositors as at 25 November 2020, the system will send you an e-mail after 1 December 2020 to approve or reject your registration to attend physically at the Meeting Venue.

Please note that only a depositor whose name appears on the Record of Depositors as at 25 November 2020 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 14th AGM.

## 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"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of 14th AGM by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: “Submission of Proxy Form”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>

## ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> 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		<b>Telephone Number</b>
	General Line	603-2783 9299
	En Zulhafri	603-2783 9289 <a href="mailto:Zulhafri@my.tricorglobal.com">Zulhafri@my.tricorglobal.com</a>
	En Ahmad Syafiq	603-2783 9248 <a href="mailto:Ahmad.Syafiq@my.tricorglobal.com">Ahmad.Syafiq@my.tricorglobal.com</a>
	Mr Cheng Kang Shaun	603-2783 9241 <a href="mailto:Kang.Shaun.Cheng@my.tricorglobal.com">Kang.Shaun.Cheng@my.tricorglobal.com</a>
	Fax Number	603-2783 9222
	Email	<a href="mailto:Is.enquiry@my.tricorglobal.com">Is.enquiry@my.tricorglobal.com</a>