

LEE SWEE KIAT GROUP BERHAD
[Registration No. 200301005163 (607583-T)]
(Incorporated in Malaysia)

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

Day, Date and Time : **Monday, 24 May 2021 at 10.00 a.m.**

Broadcast Venue : **Tricor Leadership Room
Unit 32-01, Level 32, Tower A
Vertical Business Suite
Avenue 3, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur**

Meeting Platform : **TIIH Online website at <https://tiih.online>**

MODE OF MEETING

In view of the reimposition of Movement Control Order by the Malaysia Government effective 12 May 2021 to curb the COVID-19 outbreak and as part of the safety measures, the Eighteenth (“18th”) Annual General Meeting (“AGM”) of the Company will now 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 6 May 2021, 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 Chairperson of the meeting to be present at the main venue of the meeting. Members/ proxies/ authorised representatives/ attorneys **WILL NOT BE ALLOWED** to attend the 18th AGM in person at the Broadcast Venue on the day of the meeting.

All shareholders and proxies will have to register with our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online> from 18 May 2021 until the day of the 18th AGM on Monday, 24 May 2021. Kindly refer to the Revised Administrative Guide for more information on the registration process. Please note that the Revised Administrative Guide supersedes the earlier Administrative Guide announced to the shareholders on 23 April 2021.

For shareholders/proxies who have pre-registered their attendance to attend the physical 18th AGM earlier, Tricor will automatically register you or your appointed proxy(ies) to join the remote participation and voting. An email will be sent to you by Tricor after verification of your registration against the General Meeting Record of Depositors dated 17 May 2021 and the said email will inform whether your registration for remote participation is approved or rejected.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of 18th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised

Thank you for your continued support to the Company.

Yours faithfully
LEE SWEE KIAT GROUP BERHAD
DATO’ LEE KONG SIM
Managing Director

18 May 2021

LEE SWEE KIAT GROUP BERHAD
[Registration No. 200301005163 (607583-T)]
(Incorporated in Malaysia)

REVISED ADMINISTRATIVE GUIDE
FOR THE EIGHTEENTH ANNUAL GENERAL MEETING

1. REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the Eighteenth (“18th”) Annual General Meeting (“AGM”) using RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV as below.

Only members whose names appear in the Record of Depositors as at 17 May 2021 shall be entitled to participate and vote remotely at the 18th AGM or appoint proxy to participate and vote on his/her behalf.

As the 18th AGM is a fully virtual meeting, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

2. PROCEDURE FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate the 18th AGM remotely using the RPV facilities are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE 18TH AGM DAY		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, access the TIIH Online website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) 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 email to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit Your Request to Attend 18 th AGM Remotely	<ul style="list-style-type: none"> • Registration is open from Tuesday, 18 May 2021 until the day of AGM on Monday, 24 May 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 18th AGM to ascertain their eligibility to participate at the 18th AGM using the RPV facilities. • Login with your user ID (i.e. email address) and password and select the corporate event: “(Registration) Lee Swee Kiat Group Berhad 18th 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.

	Procedure	Action
		<ul style="list-style-type: none"> System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 17 May 2021, the system will send you an email after 22 May 2021 to approve or reject your registration for remote participation. <p><i>Note: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV.</i></p>
ON THE 18TH AGM DAY		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID (i.e. email address) and password for remote participation at the 18th AGM at any time from 9.00 a.m., i.e. 1 hour before the commencement of 18th AGM at 10.00 a.m. on Monday, 24 May 2021.
(d)	Participate Through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(Live Stream Meeting) Lee Swee Kiat Group Berhad 18th AGM” to engage in the proceedings of the 18th 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 you during the 18th AGM. If there is time constraint, the responses will be emailed 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 Monday, 24 May 2021 until a time when the Chairman announces the end of the session. Select the corporate event: “(Remote Voting) Lee Swee Kiat Group Berhad 18th 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 18th AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- 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.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616/ 011-4080 3168/ 011-4080 3169/ 011-4080 3170 or email to tiih.online@my.tricorglobal.com for assistance.

3. APPOINTMENT OF PROXY/ CORPORATE REPRESENTATIVE/ ATTORNEY

Members who appoint proxy/proxies to participate in the 18th AGM via RPV facilities must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Saturday, 22 May 2021 at 10.00 a.m.** in the following manner:-

(i) In hard copy form

The proxy form must be deposited with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn Bhd 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 Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By electronic means

The proxy form can be submitted electronically with the Share Registrar of the Company via TIIH Online website at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Proxy Form as below.

Corporate representatives of corporate members must deposit their **ORIGINAL** certificate of appointment of corporate representative to Tricor no later than **Saturday, 22 May 2021 at 10.00 a.m.** to participate via RPV facilities in the 18th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor no later than **Saturday, 22 May 2021 at 10.00 a.m.** to participate via RPV facilities in the 18th AGM.

A member who has appointed a proxy or authorised representative or attorney to attend, participate, speak and vote at this AGM via RPV facilities must request his/her proxy or authorised representative or attorney to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

4. PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

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

	Procedure	Action
STEPS FOR INDIVIDUAL SHAREHOLDERS		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the TIIH Online website at https://tiih.online. Register as a user under the “e-Services”. Please 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: “LEESK 18th AGM – 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(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes.

	Procedure	Action
		<ul style="list-style-type: none"> Review and confirm your proxy(ies) appointment. Print the proxy form for your record.
STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online website at https://tiih.online. Under “e-Services”, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to active your account with the temporary password given in the email and reset your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic form submission. Please contact our Share Registrar, Tricor, if you need clarifications on the user registration.</p>
(b)	Proceed with Submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online website at https://tiih.online. Select the corporate exercise name: “LEESK 18th AGM – Submission of Proxy Form”. Read and agree to the Terms & Conditions and confirm the Declaration. Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxy by inserting the required data. Login to TIIH Online, select corporate exercise name: “LEESK 18th AGM – Submission of Proxy Form”. Proceed to upload the duly completed proxy appointment file. Select “Submit” to complete your submission. Print the confirmation report of your submission for your record.

5. VOTING AT THE MEETING

The voting at the 18th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor to conduct the poll voting electronically (“e-voting”) and Asia Securities Sdn Bhd as Independent Scrutineers to verify the poll results.

Members/ proxies/ corporate representatives/ attorneys can proceed to vote on the resolutions at any time **from 10.00 a.m. on Monday, 24 May 2021** until a time before the end of voting session which will be announced by the Chairman of the meeting. Kindly refer to item (2)(e) of the above Procedure for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

6. RESULTS OF THE VOTING

The resolutions proposed at the 18th AGM and the results of the voting would be announced at the 18th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

7. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board in advance of the 18th AGM via Tricor's TIH Online website at <https://tjih.online> by selecting “**e-Services**” to login, pose questions and submit electronically no later than **10.00 a.m. on Saturday, 22 May 2021**. The Board will endeavor to answer the questions received at the 18th AGM.

8. NO GIFT OR FOOD VOUCHER

There will be **NO** distribution of gifts or food vouchers for participating at the 18th AGM.

9. ENQUIRY

If you have any enquiry on the above, please contact the following person-in-charge 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/ Fax No. : +603-2783 9299/ +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Nor Faeayzah : +603-2783 9274 / Nor.Faeayzah@my.tricorglobal.com
Ang Wai Meng : +603-2783 9281 / Wai.Meng.Ang@my.tricorglobal.com