



KEJURUTERAAN ASASTERA BERHAD

[Company No. 199701005009 (420505-H)]
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE AND VENUE OF MEETING FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING OF KEJURUTERAAN ASASTERA BERHAD (“KAB” OR “THE COMPANY”)

On 21 May 2020, KAB had announced and distributed to the shareholders its Notice of Twenty-Third Annual General Meeting (“AGM”) scheduled to be held physically on Monday, 22 June 2020 at Hotel Espira Seri Petaling (Formerly known as Hotel Seri Petaling), Function Room 2 & 3, Level 2, No. 30, Jalan Radin Anum, Bandar Baru Seri Petaling, 57000 Kuala Lumpur at 9.30 a.m.

The mode and venue of AGM of the Company which scheduled to be held physically on 22 June 2020 will now be changed to be held as a **FULLY VIRTUAL** meeting through live streaming from the Broadcast Venue at **No. 18, Jalan Radin Bagus 9, Bandar Baru Seri Petaling, 57000 Kuala Lumpur** and online remote voting using the Remote Participation and Voting Facilities (“RPV”). Other details of the AGM shall remain unchanged.

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. Shareholders/proxies **WILL NOT BE ALLOWED** to attend the AGM in person at the Broadcast Venue on the day of the meeting.

To attend the AGM remotely, all shareholders and proxies 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://tiah.online> latest by **Saturday, 20 June 2020 at 9.30 a.m.** Kindly refer to the Revised Administrative Guide for more information on registration process enclosed with this Notification or at http://www.asastera.com/investor_relations.html. Please note that the revised Administrative Guide supersedes the earlier Administrative Guide enclosed in the Notification to Shareholders dated 22 May 2020.

Shareholders and proxies may raise questions before the AGM to the Chairman or Board of Directors via Tricor’s TIIH Online website at <https://tiah.online>, by selecting “e-Services” to login and submit the questions electronically no later than **Saturday, 20 June 2020 at 9.30 a.m.** The Chairman or Board of Directors will endeavour to address the questions received at the AGM.

As part of our commitment to reduce paper usage, all documents related to the AGM are available on the Company’s website at http://www.asastera.com/investor_relations.html.

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

Should you require any assistance on the above, kindly contact our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at 603-2783 9299 or is.enquiry@my.tricorglobal.com.

Dato’ Lai Keng Onn
Managing Director
11 June 2020

KEJURUTERAAN ASASTERA BERHAD

[Company No. 199701005009 (420505-H)]

REVISED ADMINISTRATIVE GUIDE FOR THE 23RD ANNUAL GENERAL MEETING

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

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

Shareholders who appoint proxy/proxies to participate via RPV in the 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 **Saturday, 20 June 2020 at 9.30 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Saturday, 20 June 2020 at 9.30 a.m.** to participate via RPV in the AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Saturday, 20 June 2020 at 9.30 a.m.** to participate via RPV in the AGM.

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

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

2. PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the 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.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 request	<ul style="list-style-type: none">Registration is open from 10.00 a.m. on Thursday, 11 June 2020 up to 9.30 a.m. on Saturday, 20 June 2020.Login with your user ID and password and select the corporate event: “(REGISTRATION) KEJURUTERAAN ASASTERA BERHAD 23RD 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

		<ul style="list-style-type: none"> • 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 as at 15 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
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 AGM at any time from 9.10 a.m. i.e. 20 minutes before the commencement of the AGM on Monday, 22 June 2020 at 9.30 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) KEJURUTERAAN ASASTERA BERHAD 23RD AGM” to engage in the proceedings of the AGM remotely. • If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by remote participants during the 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 9.30 a.m. on Monday, 22 June 2020 until a time when the Chairperson announces the completion of the voting session of the AGM. • Select the corporate event: “(REMOTE VOTING) KEJURUTERAAN ASASTERA BERHAD 23RD AGM”. • 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 Chairperson on the closure of the AGM, the live streaming will end.

Note to users of the RPV facilities:

1. Should your application to join the meeting 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, 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.

3. 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"> 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"> After the release of the Notice of Meeting by the Company, 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 Declaration Insert 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.

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

Shareholders may submit questions for the Board in advance of the 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 **9.30 a.m. on Saturday, 20 June 2020**. The Board will endeavor to answer the questions received at the AGM.

5. NO DOOR GIFT/FOOD VOUCHER

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

6. 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.

General Line :+603-2783 9299
 Fax Number :+603-2783 9222
 Email :is.enquiry@my.tricorglobal.com
 Contact persons :-

1.	Mr Mohd Kamal Bin Mohd Din	+6 03-2783 9237 kamal.mohd@my.tricorglobal.com
2.	Ms Esther Loo	+6 03-2783 9293 Esther.Loo@my.tricorglobal.com
3.	Mr Muhammad Ashraff Bin Mohd Khaizan	+6 03-2783 9276 Muhammad.Ashraff@my.tricorglobal.com