

KHIND HOLDINGS BERHAD
ADMINISTRATIVE GUIDE FOR THE ANNUAL GENERAL MEETING ("AGM")

Date : 25 June 2020
Time : 10.00 a.m.
Venue : Conference Room, Second Floor, No. 2, Jalan Astaka U8/82, Seksyen U8,
Bukit Jelutong, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia

1. SAFETY MEASURES IN LIGHT OF THE COVID-19 OUTBREAK

The Company takes the well-being of employees, shareholders, customers, suppliers and service providers seriously. As a precautionary measure, we will be conducting temperature checks on all persons upon arrival at the AGM venue.

If you have travelled overseas in the past 14 days prior to the date of the Twenty-Fourth AGM or have been in contact with a Covid-19 affected person or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, 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 Twenty-Fourth AGM on your behalf.

The Company reserves the right to deny entry to anyone with a temperature of 37.5 degrees Celsius or higher and/or showing symptoms of respiratory illness such as coughing and sneezing.

2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositor as at **17 June 2020** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

3. NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be **no distribution** of breakfast/lunch packs, door gifts or food vouchers to shareholders, proxies and invited guests who attend the Twenty-Fourth AGM.

4. APPOINTMENT OF PROXY

A shareholder who is unable to attend the Twenty-Fourth AGM on 25 June 2020 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form with the Company's Share Registrar, 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, 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.

For individual shareholders, you have the option of submitting the proxy form electronically via TIIH Online at <https://tiah.online>. Please refer to the Annexure to Proxy Form for details.

The last date and time for lodging the proxy form is **Tuesday, 23 June 2020 at 10.00 a.m.**