



**DUFU TECHNOLOGY CORP. BERHAD**

Registration No. 200201013949 (581612-A)

(Incorporated in Malaysia)

## ADMINISTRATIVE GUIDE FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20<sup>TH</sup> AGM”)

The health and safety of the attendees at the 20th AGM of Dufu Technology Corp. Berhad (“DUFU”) are the top priority of the Company. Hence, the following precautionary measures will be taken for the conduct of the 20th AGM.

- (1) Shareholders are strongly encouraged to appoint the Chairman of the 20th AGM to act as proxy to attend and vote at the 20th AGM on your behalf by submitting the proxy form with pre-casted voting instruction.

Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or home surveillance order – HSO, come into closed contact with someone with suspected or confirmed COVID-19, you are advised to refrain from attending the 20th AGM in person.

- (2) Pre-registration of attendance

To enable the Company to make the necessary arrangement at the 20th AGM day, attendees who wish to attend the 20th AGM in person are required to pre-register your attendance by 26 April 2022, 9:00 a.m. All attendees shall provide the following Pre-Registration details by e-mail to [info@sshb.com.my](mailto:info@sshb.com.my):-

- Company Name: Dufu Technology Corp. Berhad
- Full name:
- NRIC / Passport No.:
- CDS Account No.:
- Contact No.:
- Category of Attendees: Shareholder / Proxy / Invitee

This is to allow the Company to make the necessary arrangement at the 20th AGM day including in relation to the logistics.

- (3) In addition to the Meeting Registration to be conducted by the Company’s Polling Agent, all attendees are required to register their attendance vide the “MySejahtera App” or manually registered at the Health Screening Counter.

- (4) Health screening counter

- Only attendees with “Low Risk” status are allow.
- Attendees shall give co-operation to the health screening counter for temperature reading. Attendees with body temperature reading of 37.5°C or more; or shows any symptom of COVID-19 for instances cough, sore throat, flu and shortness of breath, will not be allowed to attend the 20<sup>th</sup> AGM.
- Social distancing throughout the 20<sup>th</sup> AGM must be strictly adhered to. Hand sanitisers will be placed at the common areas during meeting.
- All attendees **MUST wear face masks** throughout the event.
- **NO** door gift will be provided to the attendees.

- (5) To attend the AGM, attendees are required:-

- To be fully vaccinated (as defined in the SOP of Pelan Pemulihan Negara publish on the website of Majlis Keselamatan Negara).
- Have not tested positive for COVID-19 for 10 days prior;
- To be asymptomatic.

For attendees that are not fully vaccinated, pre-event test via self-test kit (saliva) must be carried out in the presence of the organiser or verified by medical practitioners before attending the 20<sup>th</sup> AGM.

We encourage the non-fully vaccinated attendees to arrive at least 30 minutes prior to the start of the 20<sup>th</sup> AGM. This will allow ample time for the organiser to carry out the pre-event test via self-test kit (saliva).

- (6) Attendees are encouraged to keep abreast with the latest news released by the authority regarding traveling, self-quarantine, other health and safety precautions from time to time.
- (7) Attendees are also reminded to monitor the Company’s website and announcements from time to time for any changes to the 20th AGM arrangement.