



SKB SHUTTERS CORPORATION BERHAD
Registration No.: 199701014865 (430362U)
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MEETING MODE OF THE TWENTY THIRD ANNUAL GENERAL MEETING (“23RD AGM”) TO FULLY VIRTUAL

Dear Valued Shareholders of SKB Shutters Corporation Berhad (“SKB” or “the Company”),

On 30 October 2020, SKB had issued a notice of 23rd AGM scheduled to be held at Galleria I (Lobby Level), Hotel Equatorial Penang, 1 Jalan Bukit Jambul, Bayan Lepas, 11900 Penang on Monday, 23 November 2020 at 2.00 p.m. to transact the ordinary business and special business of an AGM.

On 7 November 2020, the Government of Malaysia announced the enforcement of the Conditional Movement Control Order (“CMCO”) effective from 9 November 2020 to 6 December 2020 to curb the spread of the COVID-19 in Malaysia.

In view of the COVID-19 outbreak and as part of the safety measures, the Board of Directors of SKB wishes to inform that the 23rd AGM of the Company will be conducted via a **fully virtual basis through live streaming from the Broadcast Venue (as set out below) and online remote voting on 23 November 2020 at 2.00 p.m., as scheduled**. For the avoidance of doubt, a physical AGM will no longer be applicable. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.

All details of the AGM to be held on Monday, 23 November 2020 at 2.00 p.m. shall remain unchanged and valid, save for the Broadcast Venue as set out below. Hence, a revised Notice and Proxy Form of the AGM will not be issued.

Broadcast Venue:
SKB Shutters Corporation Berhad
Lot 22, Jalan Teknologi, Taman Sains Selangor 1,
Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan
(New)

Please refer to the enclosed Administrative Notes for further details in relation to the remote participation of the fully virtual 23rd AGM, a copy of the same has been published on the Company’s website at www.skb-shutters.com.

Should you require any assistance on the above, kindly contact our Share Registrar, *AGRITEUM* Share Registration Services Sdn. Bhd. at 04-2282 321 or agriteumrs@gmail.com.

We thank you for your continued support to SKB.

By Order of the Board
SKB Shutters Corporation Berhad

Chin Lee Phing
(SSM PC No.: 202008000049)
(MAICSA 7057836)
Company Secretary
Penang, 11 November 2020



SKB SHUTTERS CORPORATION BERHAD
Registration No.: 199701014865 (430362U)
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ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL TWENTY THIRD ANNUAL GENERAL MEETING (“23RD AGM”)

Date: Monday, 23 November 2020 (No change)	Time: 2.00 p.m. (No change)	Broadcast Venue: SKB Shutters Corporation Berhad Lot 22, Jalan Teknologi, Taman Sains Selangor 1, Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan (New)
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MODE OF MEETING

On 28 October 2020, the Company had announced that its 23rd AGM would be held on 23 November 2020. The same was released to Company’s website at 28 October 2020. Due to the enforcement of the Conditional Movement Control Order (“CMCO”) from 9 November 2020 to 6 December 2020, the AGM will be conducted via **a fully virtual basis through live streaming from the Broadcast Venue and online remote voting on 23 November 2020 at 2.00 p.m., as scheduled.** For the avoidance of doubt, a physical AGM will no longer be applicable. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, 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 Chairman of the meeting to be present at the main venue of the meeting. Hence, shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 23rd AGM in person at the Broadcast Venue on the day of the meeting. We strongly encourage you to use the RPV facility to participate in the 23rd AGM as a way for us to jointly share the responsibility to minimise the risk of Covid-19 infections.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 23rd AGM using RPV provided by *AGRITEUM* Share Registration Services Sdn. Bhd. (“*AGRITEUM*”) via its website at www.agriteum.com.my. Please refer to Procedures for RPV.

Shareholders will have to register to attend the 23rd AGM remotely by using the RPV Facilities, details as set out in the Administrative Notes below. You may join the 23rd AGM from various devices such as Smart phone, Tablet or Computer.

RPV Facilities

1. Please note that the RPV Facilities is available to:

- (i) Individual members;
 - (ii) Proxy holders;
 - (iii) Corporate shareholders;
 - (iv) Authorised Nominees; and
 - (v) Exempt Authorised Nominees.
- } (“The Participant”)

2. The AGM will be conducted through live streaming and online remote voting. The Participant are encouraged to attend the AGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a shareholder of the Company to participate (including to pose questions to the Board) and vote remotely at the AGM.

3. Shareholders who are not able to participate in the AGM are encourage to appoint the Chairman of the Meeting or our Non-independent Director to vote on your behalf at the AGM by completing the proxy form that is available at www.agriteum.com.my with pre-casted voting instruction.
4. Proxies or Corporate representatives/Authorised Nominees/Exempt Authorised Nominees who wishes to use the RPV Facilities at the AGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are to be submitted to the Company's Registered Office at 2nd Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang, Malaysia not later than 22 November 2020 at 2.00 p.m..
5. The Participant are encouraged to send in their questions before the meeting to the Investor Relations at agm@skb.com.my in relation to the agenda items for the AGM.
6. The Participant are to read and follow the procedures for the RPV Facilities as summarised below:-

Procedures	Action
Before the 23rd AGM day (23/11/2020)	
(i) Register as a user	<ul style="list-style-type: none"> • Access website www.agriteum.com.my • Click <<Login>> and click <<Register>> to sign up as a user. • Complete registration and upload softcopy of MyKAD (front and back) or Passport. • Read and agree to the terms & condition and thereafter submit your request. • Please enter a valid email address and wait for <i>AGRITEUM</i> Share Registration Services Sdn Bhd ("<i>AGRITEUM</i>") email verification. • Your registration will be verified and approved and an email notification will be provided.
On the 23rd AGM day (23/11/2020)	
(ii) Login to www.agriteum.com.my	Login with your user ID and password for remote participation at the AGM at any time from 1.30 p.m. i.e. 30 minutes before the commencement of AGM on Monday, 23 November 2020 at 2.00 p.m.
(iii) Participate through Live Streaming	<ul style="list-style-type: none"> • Select the "Virtual Meeting" from main menu. • Click the "Join Meeting" located next to the event. • Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming. • If you have any question for the Chairman/ Board, you may use the Q&A platform to transmit your question. The Chairman/Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended. • Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(iv) Online remote voting	<ul style="list-style-type: none"> • Select Voting located next to the "Join Meeting" and indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the AGM. • Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.

(v) End of RPV Facilities	<ul style="list-style-type: none"> • The RPV Facilities will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the AGM.
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General Meeting Record of Depositors

7. For the purpose of determining a member who shall be entitled to attend the 23rd AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 72(4)(a), 72(4)(b) and 72(4)(c) of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 16 November 2020. Only a depositor whose name appears on the Record of Depositors as at 16 November 2020 shall be entitled to attend the said meeting remotely or appoint proxies to attend and vote on his/her behalf.

Proxy

8. Since the AGM will be conducted via a virtual meeting, a Shareholder can appoint the Chairman of the Meeting or the Non-Independent Director as his/her proxy and indicate the voting instruction in the Proxy Form.
9. The Proxy Form must be deposited at the Company's Registered Office at 2nd Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah, 10050 Georgetown, Penang, Malaysia not later than 22 November 2020 at 2.00 p.m. or any adjournment thereof.

Poll Voting

10. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 23rd AGM of the Company shall be put to vote by way of a poll. The Company has appointed *AGRITEUM* as Poll Administrator to conduct the poll by way of electronic means and Symphony Merchant Sdn Bhd as Independent Scrutineers to verify the poll results.
11. Shareholders can proceed to vote on the resolution(s) once the Chairman of the Meeting declare that the voting platform is activated but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iv) of the above Procedures section for guidance on how to vote remotely from the Share Registrar website (www.agriteum.com.my). The Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolution is duly passed.

Results of the voting

12. The results of the voting for all resolutions will be announced at the 23rd AGM and on Bursa Malaysia website at www.bursamalaysia.com.

Refreshment or Door Gift

13. There will be no refreshment and no door-gift provided to the attendees.

No Recording or Photography

14. Unauthorised recording and photography are strictly prohibited at the 23rd AGM.

Annual Report 2020

15. The Annual Report 2020 is available under Investor Relations on SKB Shutter Corporation Berhad's website at www.skb-shutters.com. The Board encourages the shareholders to download and refer to the digital version of the Company's Annual Report 2020. Shareholders may request for copies of the printed Annual Report 2020 at the Share Registrar's website (www.agriteum.com.my) by selecting "Request Annual Report/Circular". We will dispatch the Annual Report 2020 to you by ordinary post within four (4) market days from the date of receipt of your request.

Enquiry

16. If you have any enquiry on the above, please contact the following persons during office hours:
AGRITEUM Share Registration Services Sdn Bhd
 2nd Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah,
 10050 Georgetown, Penang, Malaysia
 Telephone Number : 604-2282321
 Fax Number : 604-2272391
 Email : agriteumsrs@gmail.com
 Contact persons : Ms Chin or Ms Ng