

Administrative Guide for the 16th AGM

The health and safety of the attendees at the 16th AGM of ViTrox Corporation Berhad ("VCB") are the top priority of the Company. Hence, the following precautionary measures will be taken for the conduct of the 16th AGM:

1. Shareholders are strongly encouraged to appoint the Chairman of the 16th AGM to act as proxy to attend and vote at the 16th AGM on your behalf by submitting the proxy form with pre-determined voting instruction.
2. In the interest of the public health including the well-being of the participants, the precautionary measures must be followed when attending the 16th AGM in person.
3. Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or Stay-at-home notices or have been in physical contact with a person infected with COVID-19 or Person Under Investigation ("PUI"), you are advised to refrain from attending the 16th AGM in person.
4. To minimise the risk of community spread of the COVID-19, we reserve the right to carry out the acts as we deem necessary for the safety of our members, Directors, staff and other stakeholders, to refuse any attendees, shareholders or proxies with COVID-19 symptoms (which include fever, cough, breathlessness) and/or body temperature above 37.5°C and/or displaying symptoms of being unwell from entering the AGM venue.
5. All participants are required to physically sign a Self-Declaration Form and provide their travel history and contact details (to facilitate contact tracing) before entering our premises.
6. We will be conducting body temperature screening on all attendees at our security guard house before registration at the meeting. Face masks will be provided to all attendees at security guard house.
7. Social distancing throughout the 16th AGM must be strictly adhered to. Hand sanitisers will be placed at the common areas for your use during meeting.
8. On the seating arrangement and number of individuals allowed to be present at the AGM venue, we will be guided by the guidelines issued by Government from time to time. Hence, we strongly encourage members to appoint the Chairman of the 16th AGM to act as your proxy to attend and vote at the 16th AGM.
9. If the Shareholders would like to raise any questions in relation to the Resolutions laid out in the 16th AGM, you may email your questions to enquiry@vitrox.com by 22 June 2020, 5.00 p.m. and the Company would attend to your concerns soonest possible.
10. **NO** door gift will be provided to the shareholders or proxies.
11. **NO** refreshment will be served at the AGM venue.
12. Shareholders 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.
13. Shareholders are also reminded to monitor the Company's website and announcements from time to time for any changes to the 16th AGM arrangement.

Self-Declaration Form

Name :

IC / Passport No. :

Contact No. :

Date of visit :

No.	Checklist	Yes	No
1	Past 14 days has traveled from / to overseas / red zone in Malaysia?		
2	Do you have symptom as runny nose?		
3	Do you have symptom as headache?		
4	Do you have symptom as cough?		
5	Do you have symptom as sore throat?		
6	Do you have symptom as fever (>37.5°C)?		
7	Do you have symptom as general feeling of being unwell?		

Comment (if any) :

I hereby confirm that all the particular and information above are true and correct.

Should I be found having the COVID-19 symptoms above, I have no objection and will not hold the Company liable for being refused my entry / participation in the 16th AGM in person.

Signed this on ____ day of _____ 2020

Signature:

Note:

This original signed self-declaration copy must be presented to our security guard before entering our premises.