

ADMINISTRATIVE GUIDE

for the Thirty-First Annual General Meeting ("31st AGM") of Focus Lumber Berhad

Date : Friday, 28 May 2021
Time : 10.00 am
Broadcast Venue : Tricor Boardroom, Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

1. Precautionary Measures Against the Coronavirus Disease ("COVID-19")

- The Securities Commission Malaysia ("SC") had, on 13 January 2021, announced that capital market entities supervised, licensed or registered by the SC shall operate in accordance with the applicable Standard Operating Procedures ("SOPs") issued by the authorities during the Emergency Ordinance and various forms of Movement Control Order ("MCO"). The SC had, on 5 March 2021, issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers ("SC Guidance Note") where listed issuers are now permitted to conduct a fully virtual, hybrid or physical general meetings in the areas under Conditional MCO, Recovery MCO or areas not subjected to any movement restriction, subject to adhering to the prevailing and applicable SOPs as well as precautionary measures as prescribed by the Government, the Ministry of Health, Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
- In line with the Government's directive and SC Guidance Note above to curb the spread of COVID-19, the 31st AGM of the Company will be conducted entirely **virtual through live streaming from the Broadcast Venue**.
- The Broadcast Venue of the 31st AGM 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 at the main venue of the meeting. Shareholders/proxy(ies) from the public **will not be allowed** to attend the 31st AGM in person at the Broadcast Venue on the day of the meeting.
- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 31st AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 31st AGM.
- The Company will continue to observe the requirements and guidelines issued by the Government of Malaysia, Ministry of Health, Malaysian National Security Council, Securities Commission of Malaysia and/or other relevant authorities and will take all relevant precautionary measures as advised.

2. Shareholders' Participation at the 31st AGM Via Remote Participation and Voting ("RPV") Facilities

- 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 31st AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor").
- The RPV facilities are available on Tricor's **TIIH Online** website at <https://tiih.online>.
- We **strongly** encourage you to participate the 31st AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 31st AGM.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

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3. Procedures to RPV via RPV Facilities

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 31st AGM using the RPV facilities:

Procedure	Action
Before the 31st AGM Day	
i. Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access to website at https://tiih.online. Register as a user under the "e-Services" by select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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.
ii. Submit your request to attend 31 st AGM remotely	<ul style="list-style-type: none"> Registration is open from Wednesday, 28 April 2021 until the day of 31st AGM on Friday, 28 May 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 31st AGM to ascertain their eligibility to participate the 31st AGM using the RPV. Login with your user ID (i.e. e-mail address) and password and select the corporate event: (Registration) Focus Lumber Berhad 31st 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. 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 Record of Depositors as at 18 May 2021, the system will send you an e-mail after 26 May 2021 to approve or reject your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i>
On the 31st AGM Day	
i. Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 31st AGM at any time from 9.00 a.m. i.e. one hour before the commencement of meeting at 10.00 a.m. on Friday, 28 May 2021.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: (Live Stream Meeting) Focus Lumber Berhad 31st AGM to engage in the proceedings of the 31st AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the 31st AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
iii. Online remote voting	<ul style="list-style-type: none"> Voting session commences from 10:00 a.m. on Friday, 28 May 2021 until a time when the Chairman announces the end of the session. Select the corporate event: (Remote Voting) Focus Lumber Berhad 31st AGM or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. 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.
iv. End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the 31st AGM, the Live Streaming will end.

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3. Procedures to RPV via RPV Facilities (Cont'd)

Note to users of the RPV facilities:

- (i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii) 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.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, 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.

4. Entitlement to Participate and Appointment of Proxy

- Only members whose names appear on the Record of Depositors as at 18 May 2021 shall be eligible to participate in the 31st AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 31st AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 31st AGM yourself, please do not submit any Form of Proxy for the 31st AGM. You will not be allowed to participate in the 31st AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 31st AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Wednesday, 26 May 2021 at 10.00 a.m:**

(i) In Hard copy:

- a) By hand or post to the office of the 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 or alternatively its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;
- b) By fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com.

(ii) By Electronic form:

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
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 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.
Proceed with submission of form of proxy	<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: Focus Lumber Berhad 31st AGM - "Submission of Proxy Form".• Read and agree to the Terms and 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/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.• Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide on your votes.• Review and confirm your proxy(s) appointment.• Print the form of proxy for your record.

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4. Entitlement to Participate and Appointment of Proxy (Cont'd.)

(ii) By Electronic form: (Cont'd.)

Procedure	Action
ii. <u>Steps for corporation or institutional shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none">• Access TIIH Online at https://tiih.online• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder".• Complete the registration form and upload the required documents.• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.• Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none">• Login to TIIH Online at https://tiih.online• Select the corporate exercise name: "Focus Lumber Berhad 31st AGM : Submission of Proxy Form"• Agree to the Terms & Conditions and Declaration.• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.• Prepare the file for the appointment of proxies by inserting the required data.• Submit the proxy appointment file.• Login to TIIH Online, select corporate exercise name: "Focus Lumber Berhad 31st AGM: Submission of Proxy Form".• Proceed to upload the duly completed proxy appointment file.• Select "Submit" to complete your submission.• Print the confirmation report of your submission for your record.

5. Voting at Meeting

- The voting at the 31st AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"). The Company has appointed Tricor to conduct the poll voting electronically ("e-voting") via Tricor e-Vote application ("Tricor e-Vote App") and Scrutineer Solutions Sdn Bhd as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 31st AGM at 10.00 a.m. Kindly refer to "Procedures to Remote Participation and Voting via RPV Facilities" provided above for guidance on how to vote remotely via TIIH Online.

6. Results of the voting

The resolutions proposed at the 31st AGM and the results of the voting will be announced at the 31st AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

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7. Pre-Meeting Submission of Questions to the Board of Directors

The Board recognises that the 31st AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 31st AGM, shareholders may in advance, before the 31st AGM, submit questions to the Board of Directors via Tricor's TIIH Online website at <https://tiih.online>, by selecting "e-Services" to login, post your questions and submit it electronically no later than Wednesday, 26 May 2021. The Board of Directors will endeavor to address the questions received at the 31st AGM.

8. Annual Report

- The Annual Report is available on the Company's website at www.focuslumber.com.my and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.
- You may request for a printed copy of the Annual Report at <https://tiih.online> by selecting "Request for Annual Report / Circular" under the "Investor Services".
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

9. No Door Gift/Food Voucher

There will be no distribution of door gifts or food vouchers for the 31st AGM since the meeting is being conducted on a virtual basis.

10. Enquiry

If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).