

## **Administrative Details**

### **For DKSH Holdings (Malaysia) Berhad Twenty-Fifth Annual General Meeting (“25<sup>th</sup> AGM”)**

Date: Wednesday, May 24, 2017

Time: 10:00 a.m.

Place: Kristal Ballroom 1, 1<sup>st</sup> Floor, West Wing, Hilton Petaling Jaya, No. 2 Jalan Barat, 46200 Petaling Jaya, Selangor Darul Ehsan

## **Registration**

1. Registration will commence at 8:00 a.m. at the entrance of Kristal Ballroom 1 of Hilton Petaling Jaya and will remain open until the conclusion of the AGM or such time as may be determined by the Chairman of the Meeting. The Annual General Meeting will start punctually at 10:00 a.m. We strongly encourage you to come early to facilitate registration.
2. Please read the signage to ascertain which registration area to register yourself for the meeting and join the queue accordingly.
3. Please produce your original identification card (I/C) or passport (for Non-Malaysians) during registration to the registration staff for verification. Only original I/C or passport will be accepted for purposes of identity verification. Please make sure you collect your I/C or passport thereafter.
4. No person will be allowed to register on behalf of another person with the original I/C or passport of that other person.
5. Upon verification and registration:

Please sign on the Attendance List and an identification wristband (for attending the AGM) will be given to be secured around your wrist. You will also be given a poll slip for the purpose of voting at the AGM.

If you are attending the AGM as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.

6. The registration counter will only handle verification of identity and registration of attendance.
7. Help desk support is available for any other enquiries/assistance/revocation of proxy's appointment.

**Door gift**

1. Door gift will be given subject to verification of identity by the share registrar for the AGM. A coupon for collection of door gift will be issued upon registration for your collection of door gift at the respective counters.
2. Each registered attendee, whether as a shareholder or proxy or both or as proxy for multiple shareholders, shall be eligible for **one (1) door gift only**.

**Entitlements to attend, speak and vote**

Only Depositors registered in the Register of Members/Record of Depositors and whose names appear in the Register of Members/Record of Depositors as at May 17, 2017 shall be entitled to attend, speak and vote at the 25<sup>th</sup> AGM or appoint proxy or proxies to attend, speak and vote on their behalf in respect of the number of shares registered in their names at that time.

**Refreshment**

Light refreshment will be served before the commencement of the 25<sup>th</sup> AGM and followed by snacks upon the adjournment/conclusion of the AGM.

**Parking**

The Company will cover indoor parking at the hotel. Please proceed to exchange your parking ticket at the help desk after registration.

**Mobile devices**

Please ensure that all mobile devices i.e. phones/pagers/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

**No smoking policy**

A no smoking policy is maintained at the AGM. Your co-operation is much appreciated.

**Enquiry**

If you have any queries relating to the AGM prior to the date of the Meeting, please contact the following:

- Tricor Investor & Issuing House Services Sdn Bhd at +60 3 2783 9299 during office hours, i.e. from 8:30 a.m. to 5:30 p.m. (Mondays to Fridays); or
- Corporate Secretarial Department, Ms. Yap Lian Fah at +60 3 7882 8892 during office hours, i.e. from 9:00 a.m. to 6:00 p.m. (Mondays to Fridays) or email your queries to [lian.fah.yap@dksh.com](mailto:lian.fah.yap@dksh.com)