

Administrative Guide

For DKSH Holdings (Malaysia) Berhad (“DKSH”) Extraordinary General Meeting (“EGM”)

Date: Friday, February 22, 2019
Time: 10:00 a.m.
Place: Glenmarie Ballroom, Holiday Inn Kuala Lumpur Glenmarie, 1 Jalan Usahawan U1/8, Seksyen U1, 40250 Shah Alam, Selangor Darul Ehsan

Registration

1. Registration will commence at 8:00 a.m. at the entrance of Glenmarie Ballroom of Holiday Inn, and will end at a time as directed by the Chairman of the meeting. The EGM 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 the correct registration counter and join the queue accordingly.
3. Please produce your original Identify Card (IC) or passport (for Non-Malaysians) to the registration staff for verification. Only original IC or passport will be accepted for purposes of identity verification. Please make sure you collect your IC or passport thereafter.
4. No person will be allowed to register on behalf of another person with the original IC or passport of that other person.
5. **Upon verification and registration:**
Please sign on the Attendance List and an identification wristband (for attending the EGM) will be given to be secured around your wrist. The identification wristband has a personalized passcode, so please retain the same for entry to the meeting room (Glenmarie Ballroom) and for poll voting purpose at the EGM. If you are attending the EGM 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.

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 February 14, 2019 shall be entitled to attend, speak and vote at the EGM or appoint proxy(ies) to attend, speak and vote on their behalf in respect of the number of shares registered in their names at that time.

Door gift

There will be **NO** door gift given to shareholders and/or proxy(ies).

Refreshment

Refreshment will be served before the commencement of the EGM and upon the adjournment/conclusion of the EGM. Coupons for refreshment will be issued upon registration. There will be no replacement in the event that you lose or misplace the coupons. Where more than two (2) proxies are appointed by a Member, only the first two (2) registered proxies will be provided with refreshment coupon.

Parking

Parking is free. You may park your vehicles at the visitors' parking.

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 EGM to ensure smooth and uninterrupted proceedings.

No smoking policy

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

Voting Procedure

1. The voting at the EGM will be conducted on a poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") as Poll Administrator to conduct the poll by way of electronic voting ("e-voting") and Asia Securities Sdn Berhad as scrutineers to verify the poll results.
2. E-voting for the resolution as set out in the Notice of EGM will take place upon the conclusion of the deliberation of the business transacted at the EGM. The registration for attendance will be closed, to facilitate commencement of the poll.
3. Each shareholder/proxy will be directly to the e-voting counter or kiosk for voting using tablet where he/she must produce the identification wristband issued to him/her during the registration.
4. Each shareholder/proxy is invited to cast his/her vote. The EGM will be adjourned after the conclusion of the polling process and the declaration of the poll results by the Chairman.

Circular

The Circular is available on DKSH's website at www.dksh.com.my under **Investors; Announcements and other documents; Circular to shareholders**. If you wish to request for printed copy of the Circular, please forward your request by completing the Request Form in the notification letter provided by us.

Enquiry

If you have any queries relating to the EGM 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. Nur Amalina 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 nur.amalina@dksh.com