

**ADMINISTRATIVE NOTES TO SHAREHOLDERS  
FOR ANNUAL GENERAL MEETING (“AGM”)**

Date, Day : 21 November 2018, Wednesday  
Time : 10.00 a.m.  
Venue : Auditorium, Ground Floor, Menara Hong Leong (also known as Hong Leong Tower)  
(next to Sofitel Damansara), Damansara City  
No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur

**PARKING**

1. Parking is available at Levels B2 and B3.
2. Please bring your parking ticket to the “Complimentary Parking Counter” located at the reception foyer for validation.
3. There will be no replacement in the event you lose or misplace the complimentary parking ticket. Valet parking is not entitled to the complimentary ticket.

**REGISTRATION**

1. Registration commences at 8.45 a.m. at the reception foyer.
2. Please produce your original identity card (“IC”) (for Malaysian shareholders) or passport (for foreign shareholders) at the registration counter for verification.

You will not be allowed to register on behalf of another person even with the original IC or passport of that other person.

**MOBILE DEVICES**

1. Please ensure that all mobile devices (phones/other sound emitting devices) are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.
2. Photography and recording of the AGM proceedings, vocal or audio-visual, are strictly prohibited.

**REFRESHMENTS**

Refreshments will be served at the foyer area after the AGM.

**NO SMOKING POLICY**

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

# LOCATION MAP

