



JOHORE TIN BERHAD

Registration No. 200001029963 (532570-V)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE NINETEENTH ANNUAL GENERAL MEETING (“19th AGM”)

Date and Time : Monday, 10 August 2020 at 10.00 a.m.
Venue : Palm Resort Golf & Country Club, Jalan Persiaran Golf,
Off Jalan Jumbo, 81250 Senai, Johor

Dear Shareholders of Johore Tin Berhad (“Johore Tin” or the “Company”)

In view of the COVID-19 outbreak in Malaysia and globally, the health and safety of the Company’s shareholders, Directors, staff and other stakeholders is of paramount concern for the Company. The Company wishes to advise shareholders that necessary steps and precautionary measures will be undertaken in holding the AGM to comply with the Government and/or relevant authorities’ directives and guidelines on public gatherings or event which may be issued from time to time.

As a precautionary measure, the Company reserves the right to change the Meeting arrangements in accordance to the latest directives to be issued related to the COVID-19 including to impose limitation to the number of attendees, as set by the authorities, if any, to be physically present at the Meeting venue. The Company also reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures.

Further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia as revised on 11 June 2020, please find the additional guidance below on the requirements and method of participating in the 19th AGM:

PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING

1. In order to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities, shareholders/proxies who wish to attend in person are required to pre-register your attendance with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd via the TIIH Online website.
2. Please do read and follow the following procedures to pre-register your physical attendance via the TIIH Online website at <https://tiih.online>.
 - Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the “e-Services”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
 - Select the corporate event: **“(REGISTRATION) JOHORE TIN 19TH AGM”**.
 - Read and agree to the Terms & Conditions and confirm the Declaration.
 - Select “Register for Physical Attendance at Meeting Venue”.
 - Review your registration and proceed to register.
 - System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue

is received and will be verified.

- After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after **8 August 2020** to approve or reject your registration to attend physically at the Meeting Venue.

PROXY

You may submit your proxy form to the registered office of the Company situated at Suite 1301, 13th Floor, City Plaza, Jalan Tebrau, 80300 Johor Bahru, Johor, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> no later than **Saturday, 8 August 2020 at 10.00 a.m.** Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:

	Procedure	Action
a	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 do 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.
b	Proceed with submission of Proxy Form	<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: "Submission of Proxy Form".• Read and agree to the Terms & 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(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.• Review and confirm your proxy(s) appointment.• Print proxy form for your record.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 19th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Saturday, 8 August 2020 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 19th AGM.

GENERAL MEETING RECORD OF DEPOSITORS

Please note that only a depositor whose name appears on the Record of Depositor as at **30 July 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 19th AGM.

FOOD VOUCHER AND DOOR GIFT

To ensure social and physical distancing, no door gift or food vouchers to the shareholders.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 19th AGM arrangement.

We thank you for your continuous support to the Company.

ENQUIRY

Should you require any assistance on the above, please contact the following persons at Tricor during office hours [from 8.30 a.m. to 5.30 p.m. (Monday to Friday)] :

General Line : 603-2783 9299 Fax : 603-2783 9222 Email : is.enquiry@my.tricorglobal.com

- Cik Nur Qaisara Naaila Tel : 603-2783 9272 Email: Nur.Qaisara.Naaila@my.tricorglobal.com
- Puan Nor Faeayzah Tel : 603-2783 9274 Email: Nor.Faeayzah@my.tricorglobal.com