



SPRITZER BHD
Registration No. 199301010611 (265348-V)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 29TH ANNUAL GENERAL MEETING (“29TH AGM”)

Date and Time : May 30, 2022, Monday at 10.30 a.m.
Venue : Ground Floor Function Room, Flemington Hotel, No. 1, Jalan Samanea Saman, 34000 Taiping, Perak Darul Ridzuan, Malaysia.

Dear Shareholders of Spritzer Bhd (“Spritzer” or the “Company”)

Further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia, please find the additional guidance below on the requirements and method of participating in the 29th AGM:

PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING

1. Shareholders are required to register ahead of the 29th AGM 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.
2. Please do read and follow the following procedures to pre-register your physical attendance at the 29th AGM 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) SPRITZER BHD 29TH 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 as at May 23, 2022, the system will send you an e-mail on May 28, 2022 to approve or reject your registration to attend physically at the Meeting Venue.
3. Please note that only a depositor whose name appears on the Record of Depositor as at **May 23, 2022** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 29th AGM.

PROXY

If you wish to exercise your right to vote but you are unable to attend the 29th AGM, you can appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.

You may submit your proxy form to Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than twenty-four (24) 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 Sunday, May 29, 2022 at 10.30 a.m. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC SUBMISSION OF PROXY FORM

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

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
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: "SPRITZER BHD 29TH 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.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.

Procedure	Action
i. <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: “SPRITZER BHD 29TH AGM - SUBMISSION OF PROXY FORM”. ▪ Agree to the Terms and 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: “SPRITZER BHD 29TH 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.

REGISTRATION AT THE SPRITZER'S 29TH AGM

1. Registration will commence at 9.30 a.m. and will end at a time directed by the Chairman of the Meeting. Shareholders are encouraged to be punctual.
2. In view of the COVID-19, your safety remains our utmost priority. The precautionary and safety measures applicable to all attendees are as follows:
 - a) all attendees are required to download MySejahtera app to show their fully vaccinated status
 - b) to practice safe distancing
 - c) to go through temperature check
 - d) to sanitize hands
 - e) to wear mask at all times
3. Any person with a body temperature of above 37.5 degree celsius or is experiencing any symptoms of COVID-19 or not fully vaccinated, will be denied entry into the venue of the 29th AGM.
4. Please present your original national identity card (IC)/passport during registration for verification purposes. Upon verification of your IC/passport and signing the Attendance List and subject to conditions as set out in Note 2 above being satisfactorily met, you will be given a poll slip.
5. Please note that you will not be allowed to register on behalf of another person even with the original IC/passport of that other person.
6. For precautionary and safety measures, the door to the Meeting Venue will be closed sharp at 10.30 a.m. and all attendees are encouraged to be punctual.
7. 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 as mentioned in Note 2 above.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd

Unit 32-01, Level 32, Tower A
Vertical Business Suite, Avenue 3,
Bangsar South No. 8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia

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