



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

**REVISED ADMINISTRATIVE GUIDE FOR THE  
TWENTY-EIGHTH ANNUAL GENERAL MEETING (“28<sup>TH</sup> AGM”)**

Date and Time : Thursday, May 27, 2021 at 10.30 a.m.

Meeting Platform : TIIH Online website at <https://tiih.online> with Remote Participation and Voting facilities

Broadcast Venue : Lot 85, Jalan Portland, Tasek Industrial Estate, 31400 Ipoh, Perak Darul Ridzuan, Malaysia.

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**REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

All shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the 28<sup>th</sup> AGM will have to register to attend remotely by using the **RPV**, the details of which are set out below.

- (1) The 28<sup>th</sup> AGM will be conducted entirely through live streaming and online remote voting. Should you wish to attend the 28<sup>th</sup> AGM, you will be required to do so by registering yourself using the RPV in accordance with the instructions set out under Paragraph (3) below.

With the RPV, you may exercise your rights as a Shareholder to participate [(including to pose questions to the Board of Directors (“**Board**”))] and vote at the 28<sup>th</sup> AGM.

- (2) If you are unable to attend the 28<sup>th</sup> AGM, you are encouraged to appoint the Chairman of the meeting as your proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
- (3) The procedures for the RPV in respect of the live streaming and remote voting at the 28<sup>th</sup> AGM are as follows:-

**PROCEDURES FOR THE RPV**

Procedure	Action
<b>Before the day of the 28<sup>th</sup> AGM</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li></ul>



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Procedure	Action
(b) Submit your RPV registration	<ul style="list-style-type: none"> <li>• Registration is open from Wednesday, May 19, 2021 until such time before the voting session ends at the 28<sup>th</sup> AGM on Thursday, May 27, 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 28<sup>th</sup> AGM to ascertain their eligibility to participate at the 28<sup>th</sup> AGM using the RPV.</li> <li>• Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) SPRITZER BHD 28<sup>TH</sup> AGM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at <b>May 20, 2021</b>, the system will send you an e-mail by May 26, 2021 to inform whether your registration for remote participation has been approved or rejected.</li> </ul> <p><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online and registration for the RPV.)</i></p>
<b>On the day of the 28<sup>th</sup> AGM</b>	
(a) Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID (i.e. email address) and password for remote participation at the 28<sup>th</sup> AGM at any time from 9.30 a.m. i.e. 1 hour before the commencement of the 28<sup>th</sup> AGM on Thursday, May 27, 2021 at 10.30 a.m.</li> </ul>
(b) Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) SPRITZER BHD 28<sup>TH</sup> AGM</b>” to engage in the proceedings of the 28<sup>th</sup> AGM remotely.</li> <li>• If you have any question for the Board, you may use the query box to transmit your question. The Board will endeavour to respond to relevant questions which are related to the resolutions submitted by remote participants during the 28<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you earliest possible, after the 28<sup>th</sup> AGM.</li> </ul>
(c) Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from 10.30 a.m. on Thursday, May 27, 2021 until a time when the Chairman announces the completion of the voting session of the 28<sup>th</sup> AGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) SPRITZER BHD 28<sup>TH</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(d) End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman of the conclusion of the 28<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>



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**Notes to users of the RPV:**

1. Should your registration for RPV be approved, we will make available to you the right to join the live streamed meeting and to vote remotely. Your login to **TIIH Online** on the day of the 28<sup>th</sup> AGM will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device that you use.
3. In the event you encounter any issue with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only a depositor whose name appears on the **ROD as at May 20, 2021** shall be entitled to attend, speak (by way of posing questions to the Board via real time submission of typed texts) and vote at the 28<sup>th</sup> AGM or appoint proxies to attend and / or vote on his/her behalf.

**APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVE / ATTORNEY**

If you wish to exercise your right to vote but you are unable to attend the 28<sup>th</sup> AGM, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form.

Accordingly, Proxy Form and/or document relating to the appointment of proxy / corporate representative / attorney for the 28<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manners not less than twenty-four (24) hours before the time appointed for holding the 28<sup>th</sup> AGM, i.e. **no later than Wednesday, May 26, 2021 at 10.30 a.m.** or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:-

**(i) In hard copy**

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;

**(ii) By electronic form**

You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online>. Please do read and follow the procedures below to submit your proxy form electronically.

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting “<b>Create Account by Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>



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Procedure	Action
<b>i. Steps for Individual Shareholders (cont'd)</b>	
Proceed with submission of proxy form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“SPRITZER 28<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <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 proxy form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>“SPRITZER 28<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Agree to the Terms and Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate exercise name: <b>“SPRITZER 28<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>



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## **POLL VOTING**

- The voting at the 28<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Shareholders can proceed to vote remotely on the resolutions at any time from the commencement of the 28<sup>th</sup> AGM at 10.30 a.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the “Procedures for RPV” above for guidance on how to vote remotely via **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the 28<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## **SUBMISSION OF QUESTIONS FOR THE 28<sup>TH</sup> AGM**

- (i) Prior the 28<sup>th</sup> AGM  
Shareholders may submit questions in relation to the agenda items of the 28<sup>th</sup> AGM prior to the meeting via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically **not later than Wednesday, May 26, 2021 at 10.30 a.m.**
- (ii) During the 28<sup>th</sup> AGM  
Shareholders may use the Query Box facility to submit questions real time (in the form of typed text) during the 28<sup>th</sup> AGM.

The Board will endeavor to answer the relevant questions which are related to the resolutions to be tabled at the 28<sup>th</sup> AGM or by email after the meeting.

## **RECORDING OR PHOTOGRAPHY**

Unauthorised recording or photography of the proceedings of the 28<sup>th</sup> AGM is strictly prohibited.

## **NO DOOR GIFT / VOUCHER**

There will be **NO** distribution of door gift / voucher for the 28<sup>th</sup> AGM as the meeting is conducted on a fully virtual basis.

## **COMMUNICATION GUIDANCE**

Shareholders are advised to check the Bursa Malaysia Securities Berhad’s and/or the Company’s website at <https://www.spritzer.com.my> from time to time for any changes to the administration of the 28<sup>th</sup> AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

## **ENQUIRY**

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

### **Tricor Investor & Issuing House Services Sdn Bhd**

General Line	:	+603-2783 9299	
Fax Number	:	+603-2783 9222	
Email	:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>	
Contact persons	:	En Zulhafri Bin Abdul Rahman	Tel: 603-2783 9289
		En Ahmad Syafiq	Tel: 603-2783 9248