



APOLLO FOOD HOLDINGS BERHAD

Registration No.: 199401005792 (291471-M)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

27TH ANNUAL GENERAL MEETING OF APOLLO FOOD HOLDINGS BERHAD

Meeting Date : Thursday, 28 October 2021
Time : 9.00 a.m.
Online Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>
(Domain registration number with MYNIC: D1A282781) provided by
Tricor Investor & Issuing House Services Sdn. Bhd. Malaysia

MODE OF MEETING

As a result of the implementation of the Phase 1 of National Recovery Plan (“NRP”), the Securities Commission Malaysia had revised the Guidance Note and FAQs on the conduct of General Meetings for Listed Issuers (the “Revised Guidance Note and FAQs”) stated that with effective from 16 July 2021, any general meeting conduct during Phase 1 of NRP, is only allowed to conduct a fully virtual general meeting where all meeting participants including the Chairperson of the meeting, board members, senior management and members are required to participate in the meeting via online. Physical gatherings are strictly prohibited regardless of the crowd of any size.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 27th Annual General Meeting (“27th AGM” or “AGM”) of Apollo Food Holdings Berhad (“Apollo” or the “Company”) using RPV Facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (the “Share Registrar” or “Tricor” or “TIIH”) via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate via RPV Facilities in the 27th AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form to the Share Registrar’s Office or by electronic lodgement to Tricor no later than **Tuesday, 26 October 2021 at 9.00 a.m.**

Corporate representatives of corporate members must deposit their **original or duly certified** certificate of appointment of corporate representative to the Share Registrar’s Office not later than **Tuesday, 26 October 2021 at 9.00 a.m.** in order to participate the 27th AGM via RPV Facilities.

Attorneys appointed by power of attorney are to deposit their power of attorney with the Share Registrar’s Office not later than **Tuesday, 26 October 2021 at 9.00 a.m.** in order to participate the 27th AGM via RPV Facilities.

A member who has appointed a proxy or attorney or authorised representative to participate at this 27th AGM via RPV Facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 27th AGM of Apollo Food Holdings Berhad is a fully virtual 27th AGM, members who are unable to participate in this 27th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

PROCEDURES FOR RPV FACILITIES

Members/proxies/corporate representatives/attorneys who wish to participate the 27th AGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE 27TH AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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.
(b)	Submit your request to attend 27 th AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Friday, 27 August 2021 until the day of 27th AGM, Thursday, 28 October 2021. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 27th AGM to ascertain their eligibility to participate the 27th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) APOLLO 27TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 20 October 2021, the system will send you an e-mail after 26 October 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE 27TH AGM DAY (28 OCTOBER 2021)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 27th AGM at any time from 8.00 a.m. i.e. 1 hour before the commencement of the 27th AGM on Thursday, 28 October 2021 at 9.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) APOLLO 27TH AGM” to engage in the proceedings of the 27th AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 27th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 9.00 a.m. on Thursday, 28 October 2021 until a time when the Chairman announces the completion of the voting session of the 27th AGM. Select the corporate event: “(REMOTE VOTING) APOLLO 27TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration.

		<ul style="list-style-type: none"> • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 27th AGM, the live streaming will end.

Note to users of the RPV Facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting 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 you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 27th 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 **Tuesday, 26 October 2021 at 9.00 a.m.** The Board will endeavour to answer the questions received at the 27th AGM.

ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

Only a depositor whose name appears on the ROD as at **20 October 2021** shall be entitled to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 27th AGM or appoint proxies/corporate representatives/attorneys to participate remotely on their behalf.

APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

The 27th AGM will be conducted in a fully virtual basis via TIIH Online Platform, if you are unable to participate the meeting via RPV on 28 October 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.

Accordingly, Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the 27th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 26 October 2021 at 9.00 a.m.:**

- (i) In Hard Copy:

By hand or post to the Share Registrar's Office 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 or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia. not less than forty-eight (48) hours before the time appointed for holding the 27th AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

(ii) By Electronic Form:

All members can have the option to submit Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
i. Steps for Individual Members		
(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” select “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one (1) working day and you will be notified via e-mail.If you are already a user with TIIH Online, you are not required to register again.
(b)	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: “APOLLO 27TH AGM – 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 Form of Proxy for your record.
ii. Steps for Corporation or Institutional Members		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none">Access TIIH online at https://tiih.onlineUnder e-Services, the authorised or nominated representative of the corporation or institutional member 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><i>(Note: The representative of a corporation or institutional member 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.)</i></p>
(b)	Proceed with Submission of Form of Proxy	<ul style="list-style-type: none">Login to TIIH Online at https://tiih.onlineSelect the corporate event: “APOLLO 27TH AGM– Submission of Proxy Form”.Read and agree to the Terms & Conditions and confirm the 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.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.

POLL VOTING

The Voting at the 27th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

Members can proceed to vote on the resolutions at any time from the commencement of the 27th AGM at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to the note above, "Procedures for RPV Facilities" for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 27th AGM, the Scrutineers will verify the poll results followed by the Chairman to declare whether the resolutions are duly passed.

ANNUAL REPORT 2021

The Company's Annual Report 2021 is available at the Company's website at http://www.apollofood.com.my/investor_relations.php.

Should you require a printed copy of the Annual Report 2021, please request at our Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses give below. We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 27th AGM since the meeting is being conducted on a fully virtual basis.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 27th AGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Share Registrar – Tricor Investor & Issuing House Services Sdn. Bhd.

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

Contact Persons

- Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com
- Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com
- Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com