

A D M I N I S T R A T I V E G U I D E

Day and Date	Time	Venue
Friday 19 November 2021	12.00 noon	Meeting Room 9, AC Hotel Penang Bukit Jambul, 213 Jalan Bukit Gambir, Bukit Jambul, 11950 Bayan Lepas, Penang

Measures to Minimise Risks of COVID-19 Infection

- Your safety is RSB's top priority. As a precautionary measure and to abide by the social distancing requirements, the Company has to manage the number of shareholders, proxies and corporate representatives ("Participants") to the AGM. In order to assist the Company in managing the turnout for the meeting and ensure compliance with the directives or guidelines on public gathering/event issued by the government and other relevant authorities, measurement would be taken by the Company throughout the course of the 26th AGM.
- Participants are NOT ALLOWED to attend the 26th AGM if:-
 - they are not fully vaccinated (as defined by Majlis Keselamatan Negara). The Attendees are required to show their fully vaccinated status through their MySejahtera App a; or
 - they are unwell with sore throat, flu, cough, fever, diarrhea and/or shortness of breath or with body temperature of 37.5°C or higher; or
 - they have travel history to high-risk countries or red zones areas in Malaysia affected by COVID-19 in the past 14 days; or
 - they have been in contact with a person who is confirmed with COVID-19 infection in the past 14 days.
- All participants attending the 26th AGM will be required to undergo a temperature check at the entrance of the meeting venue and a COVID-19 test using a self-testing kit or alternatively, PT-PCR or RTK swab test at any health facility within 48 hours before the date of the meeting at their own cost. The negative results must be presented at the registration counter.
- All participants must practice proper hygiene including the use of hand sanitisers and are required to wear a face mask before entering the 26th AGM venue. Participants are required to wear face mask at all times at the venue of the meeting.
- RSB reserves the right to limit the number of participants to the 26th AGM to contain the spread of the COVID-19 coronavirus. The entrance to the meeting venue is based on first-come-first-served basis.
- In view of the COVID-19 pandemic and out of concern for the health of members who will attend the 26th AGM, we strongly encouraged members to take advantage of the Form(s) of Proxy and consider appointing the Chairman of the Meeting to attend and vote at the 26th AGM on your behalf as a precautionary measure. The Form of Proxy is available on our corporate website at www.rapidsynergy.com.my.
- Members are encouraged to keep abreast with the latest news released by the Malaysian Government regarding travelling, self-quarantine, other health and safety precautions from time to time.
- As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the 26th AGM of the Company, in accordance with the prevailing guidelines and/or standard operating procedure ("SOP") issued by the Malaysian Government and other relevant authorities from time to time in order to minimise any risk to members and others attending the 26th AGM. The Company would like to thank all members for their patience and co-operating in enabling us to hold our 26th AGM with the optimum safe distancing measures amidst the COVID-19 pandemic.

Seating Arrangement

- To enhance social distancing measures, the seats allocated for shareholders/ proxies/ corporate representatives at the 26th AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standing operation procedure provided by the relevant governmental and/or health authorities.

Registration

- Registration will commence at 11.00 am and will end at the time as may be determined by the Chairman of the meeting.

11. The participants who will be attending the 26th AGM in person are required to pre-register themselves with the Company by providing their name, NRIC / Passport No. and CDS account no. to the Company via email at rpadmin@rapidsynergy.com.my not later than **Wednesday, 17 November 2021 at 12.00 noon**, otherwise the attendance of Participants in person will be denied at the discretion of the Company. Participants will be notified via email once the registration is successful. This is to allow the Company to make necessary arrangements for the 26th AGM.
12. Please download the MySejahtera Application in advance and upon verification and body temperature screening, scan the QR code for health declaration during the registration process. Please be mindful of one metre social distancing at all times during the AGM.
13. The Company is abiding with the General SOP issued by Malaysian National Security Council in conducting the 26th AGM. Please present your original MyKad to the registration staff for verification against the pre-registration of attendance.
14. Registration must be done in person. No person is allowed to register on behalf of another.
15. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.
16. Please vacate the registration area immediately after registration. You may proceed to the meeting room thereafter.
17. To ensure social distancing as well as a measure to reduce the size of crowd or number of attendees at the 26th AGM, there will be no door gift, no foods and drinks served to members, proxies, corporate representatives and invited guests during the 26th AGM.

Proxy

18. A member entitled to attend and vote in the meeting is allowed to appoint proxy. Please submit your Revised Form of Proxy in accordance with the notes and instructions printed therein.
19. The Revised Form of Proxy is not required if you are attending the meeting.
20. If you have submitted your Revised Form of Proxy prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the registration counter to revoke the appointment of your proxy.
21. Please ensure that the original Revised Form of Proxy is deposited at the Company's Registered Office at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang not less than forty-eight (48) hours before the meeting time. No proof of despatch of Revised Form of Proxy will be entertained. We do not acknowledge receipt of the Revised Form(s) of Proxy.
22. **The Form of Proxy which was circulated together with the Notice of the 26th AGM dated 27 May 2021 for the 26th AGM is INVALID. Shareholders who wish to appoint proxy(ies) to attend the 26th AGM scheduled to be held on 19 November 2021 need to submit the Revised Form of Proxy in the manner as afore-mentioned.**

General Meeting Record of Depositors

23. For the purpose of determining a member who shall be entitled to attend the 26th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 12 November 2021 ("General Meeting ROD"). Only a depositor whose name appears on the General Meeting ROD as at 12 November 2021 shall be entitled to attend the said meeting or appoint proxies to attend and / or vote on his / her behalf.

Mobile Devices

24. Please ensure that all mobile devices such as phones or sound emitting devices are switched off or put to silent mode during the 26th AGM to ensure smooth and uninterrupted proceedings.

No Recording or Photography

25. No recording or photography of the 26th AGM proceedings is allowed without the prior written permission of the Company.

Annual Report 2020 ("AR 2020")

26. You may request for a printed copy of the AR 2020 and / or Circular to Shareholders by writing to rpadmin@rapidsynergy.com.my or filling up the Request Form which is available at the corporate website at www.rapidsynergy.com.my.
27. Limited copies of the AR 2020 and Circular to Shareholders will be available for collection on a first come, first served basis, from the Registration Desk on the date of the 26th AGM.
28. The Company's AR 2020 and Circular to Shareholders are available on the Company's website at www.rapidsynergy.com.my and Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com.
29. As part of our "Go Green" initiative to help protect the environment for current and future generations, we would appreciate your support by going paperless instead of printing the AR 2020 and Circular to Shareholders.

Communication Guidance

30. You are also reminded to monitor the Company's website and announcements from time to time for any changes to the 26th AGM arrangement.

Enquiry

31. For any enquiry prior to the 26th AGM, please contact the following during office hours:

Boardroom Corporate Services Sdn. Bhd.	Agriteum Share Registrar Services Sdn. Bhd.
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Tel +604 229 4390	Tel +604 228 2321
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PERSONAL DATA POLICY

By registering and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.

The Company and its subsidiaries, their officers and employees shall have no liability whatsoever to any and all members, their proxies, corporate representatives or any other party arising out of or in connection with any of them being infected or suspected of being infected with COVID-19 and/or suffering any losses arising out of or in connection with attendance at the 26th AGM and/or measures undertaken by the Company in the Company's sole discretion in response to the COVID-19 pandemic.