



BOX-PAK MALAYSIA BHD.

[Registration No. 197401004216 (21338-W)]
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR THE FORTY-SIXTH ANNUAL GENERAL MEETING

| | | |
|-----------------|---|--|
| Date of AGM | : | Wednesday, 24 June 2020 |
| Time of AGM | : | 10.00 a.m. |
| Broadcast Venue | : | Conference Room of Box-Pak (Malaysia) Bhd., Lot 4, Jalan Perusahaan Dua, 68100 Batu Caves, Selangor Darul Ehsan, Malaysia. |

MODE OF MEETING

In view of the COVID-19 outbreak and having regard for the well-being and safety of our shareholders, the Forty-Sixth AGM, will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Notes on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the Forty-Sixth AGM in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the Forty-Sixth AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor” or “TIIH”) via its TIIH Online website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the Forty-Sixth AGM must ensure that the duly executed Proxy Forms are deposited in a hard copy form or by electronic means to Tricor no later than **Monday, 22 June 2020 at 10.00 a.m.**

Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to Tricor not later than **Monday, 22 June 2020 at 10.00 a.m.** to participate via RPV in the Forty-Sixth AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Monday, 22 June 2020 at 10.00 a.m.** to participate via RPV in the Forty-Sixth AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, speak and vote at the Forty-Sixth AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

| |
|---|
| As the Forty-Sixth AGM is a fully virtual AGM, shareholders who are unable to participate in the AGM may appoint the Chairman of the meeting as their proxy and indicate the voting instructions in the Proxy Form. |
|---|



ADMINISTRATIVE DETAILS FOR THE FORTY-SIXTH ANNUAL GENERAL MEETING

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the Forty-Sixth AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

| | Procedure | Action |
|------------------------------|-------------------------------------|---|
| BEFORE THE 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”. 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online. |
| (b) | Submit your request | <ul style="list-style-type: none"> Registration is open from 10.00 a.m. Thursday, 21 May 2020 up to 10.00 a.m. Monday, 22 June 2020. Login with your user ID and password and select the corporate event: “(REGISTRATION) BOXPAK 46TH 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 17 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation. |
| ON THE DAY OF THE AGM | | |
| (c) | Login to TIIH Online | <ul style="list-style-type: none"> Login with your user ID and password for remote participation at the Forty-Sixth AGM at any time from 9.40 a.m. i.e. 20 minutes before the commencement of the AGM on Wednesday, 24 June 2020 at 10.00 a.m. |
| (d) | Participate through Live Streaming | <ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) BOXPAK 46TH AGM” to engage in the proceedings of the Forty-Sixth 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 Forty-Sixth 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 10.00 a.m. on Wednesday, 24 June 2020 until a time when the Chairman announces the completion of the voting session of the Forty-Sixth AGM. Select the corporate event: “(REMOTE VOTING) BOXPAK 46TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. 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 Forty-Sixth AGM, the live streaming will end. |

ADMINISTRATIVE DETAILS FOR THE FORTY-SIXTH ANNUAL GENERAL MEETING

Note to users of the RPV facilities:

1. Should your application to join the meeting 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.

ELECTRONIC LODGEMENT 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 of the Forty-Sixth AGM 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 Forty-Sixth 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 **Monday, 22 June 2020 at 10.00 a.m.**. The Board will endeavor to answer the questions received at the AGM.

NO DOOR GIFT/FOOD VOUCHER

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

Box-Pak (Malaysia) Bhd. would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.



ADMINISTRATIVE **DETAILS** FOR THE FORTY-SIXTH ANNUAL GENERAL MEETING

ENQUIRY

If you have any enquiry on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

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. Cheng Kang Shaun : +603-2783 9241 (Kang.Shaun.Cheng@my.tricorglobal.com)
Mr. Eric Low : +603-2783 9267 (Eric.Low@my.tricorglobal.com)
Mr. Sazali Bin Husin : +603-2783 9280 (Sazali@my.tricorglobal.com)