

**PLEASE READ THIS ADMINISTRATIVE GUIDE TOGETHER WITH
THE NOTICE OF 38TH ANNUAL GENERAL MEETING**

BRAHIM'S HOLDINGS BERHAD
[REGISTRATION NO. 198201002985 (82731-A)]
(INCORPORATED IN MALAYSIA)

38TH ANNUAL GENERAL MEETING

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Meeting Venue</u>
22 August 2020 (Saturday)	9.00 a.m.	Dataran Canseloria, Universiti Kebangsaan Malaysia, 43600, Bangi, Selangor Darul Ehsan.

Coronavirus Disease (COVID-19) Outbreak

With the outbreak of Coronavirus Disease (“COVID-19”) and as part of the safety measures to curb the spread of COVID-19 pandemic, the Company will be taking precautionary measures for the 38TH Annual General Meeting (“**38th AGM**”) as the safety of our Shareholders, Directors, staffs and other stakeholders who will attend the 38th AGM is of paramount importance to us.

Pre-Registration

Further to the revised “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission of Malaysia on 24 June 2020, Shareholders are required to register ahead of the 38th AGM to allow the Company to make the necessary arrangements to accommodate the meeting participants. In view thereof, Shareholders who wish to attend the 38th AGM in person are required to pre-register by providing the below details by e-mail to nur.shaykila@boardroomlimited.com:

- (i) Full Name;
- (ii) Identity Card or Passport number;
- (iii) Contact number (optional – for better co-ordination); and
- (iv) CDS account number

After verifying your registration against the Record of Depositors as at 14 August 2020, the Company’s Share Registrar will send you an email on or after 18 August 2020 to approve or reject your registration to attend physically at the Meeting Venue.

General Meeting Record of Depositors

Please note that only a Depositor whose name appears on the Record of Depositors as at 14 August 2020 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 38th AGM.

Proxy

1. We strongly encourage members to appoint the Chairman of the 38th AGM as their proxy to attend and vote at the 38th AGM.
2. To vote on any or all of the resolutions at the 38th AGM, you are encouraged to send in your votes in advance by proxy and appoint the Chairman as your proxy. The proxy form is attached to the Notice of 38th AGM.

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Attending the 38th AGM

3. In order to minimise the risk of community spread of COVID-19, the Company will be taking the following precautionary measures at the 38th AGM:
 - a. All attendees will be required to undergo a temperature check and make a health declaration;
 - b. Any person who has fever or exhibits flu-like symptoms will not be permitted to attend the 38th AGM; and
 - c. There will be no door gift and refreshment served at the 38th AGM.
4. On the seating arrangement and number of individuals to be present at the venue, the Company will observe the directives, safety and precautionary requirements as prescribed by the Government, the Ministry of Health, the Malaysian National Security Council, and other relevant authorities to curb the spread of COVID-19.

Enquiry

If you have any enquiry prior to the meeting, please contact the following officers during office hours (from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

For Agenda of the 38th AGM related:

Name : Dzamir Elyas
Telephone No. : +603-20720730
Email : investor@brahimsgroup.com

For Pre-Registration:

Boardroom Share Registrars Sdn. Bhd.
Registration No. 199601006647 (378993-D)
11th Floor, Menara Symphony, No. 5
Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor, Malaysia

Name : Nur Shaykila Md Harris
Telephone No. : +603-78904703
Fax No. : +603-78904670
Email : nur.shaykila@boardroomlimited.com

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 and comply with any requirements or recommendation of any government agencies from time to time.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 38th AGM's arrangement.

The Company seeks the understanding and cooperation of all Shareholders to minimise the risk of community spread of COVID-19.