



GROMUTUAL BERHAD
(Company No. 200301022614) (625034-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20TH AGM”)

Dear valued Shareholders of GROMUTUAL BERHAD (“the Company”)

We wish to inform the shareholders that our Company’s Annual General Meeting (“AGM”) will be held as detailed below:

Day and Date : Monday, 29 May 2023
Time : 10.00 a.m
Venue : Austin 18, Jalan Austin Perdana 3, Taman Austin Perdana, 81100 Johor Bahru, Johor

SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (“COVID-19”) INFECTION

In transitioning to the endemic phase of COVID-19, the following steps will be taken for shareholders, proxies and others who will be attending the AGM in order to minimize the risks of spreading the COVID-19 virus:

1. If you are unwell with sore throat/fever/flu/cough/shortness of breath or any symptoms of the Covid-19, you will not allow to attend the 20th AGM. You are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote at the AGM on your behalf.
2. All persons must practice proper hygiene including the use of hand sanitizer and are advised to wear a face mask before entering the meeting venue and throughout the 20th AGM.
3. Shareholders are advised to check the Company’s website at www.gromutual.com and Bursa’s website at www.bursamalaysia.com from time to time for any changes to the administration of the 20th 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.

PROXY

You may submit your proxy form at the registered office of the Company situated at Suite 1301, 13th Floor, City Plaza, Jalan Tebrau, 80300 Johor Bahru, Johor or alternatively, to submit your electronic Proxy Form via TIIH Online at <https://tiih.online>, not later than Saturday, 27 May 2023 at 10.00 a.m. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
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 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.
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 username (i.e. email address) and password. ▪ Select the corporate event: GROMUTUAL BERHAD 20TH AGM - SUBMISSION OF PROXY FORM. ▪ Read and agree to the Terms and 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/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. ▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. ▪ Review and confirm your proxy(s) appointment. ▪ Print the form of proxy for your record.

ii. <u>Steps for corporation or institutional shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online at https://tiih.online ▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder 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>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 form of proxy	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate event: "GROMUTUAL BERHAD 20TH AGM – SUBMISSION OF PROXY FORM" ▪ Agree to the Terms & Conditions and 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. ▪ Login to TIIH Online, select corporate event: "GROMUTUAL BERHAD 20TH AGM - Submission of Proxy Form". ▪ 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.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 20th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **22 May 2023** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

DOOR GIFT AND REFRESHMENT

There will be no distribution of door gift and refreshment will not be provided to shareholders, proxies and invited guests who attend and/or participate at the 20th AGM.

ENQUIRY

If you have any enquiry prior to the 20th AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

Gromutual Berhad	Telephone Number:	+607 212 1333 (General Line)
	PIC Name:	Ms Tham Yap Mey / Ms. Joanne Kuan
	Fax Number:	+607 212 1222
	Email:	gromutualbhd@gromutual.com
Tricor Investor & Issuing House Services Sdn. Bhd.	Telephone Number:	+603 2783 9299 (General Line)
	Ms Nur Qaisara Naaila	Nur.Qaisara.Naaila@my.tricorglobal.com +603 2783 9272
	Ms. Nor Faeayzah	Nor.Faeayzah@my.tricorglobal.com +603 2783 9274
	Fax Number:	+603 2783 9222
	E-mail:	is.enquiry@my.tricorglobal.com