ADMINISTRATIVE GUIDE

FOR THE CONDUCT OF EIGHTH ANNUAL GENERAL MEETING ("8TH AGM")

Day and Date	:	Tuesday, 23 May 2023
Time	:	11.00 a.m.
Venue	:	Conference 2, Level 2, WEIL Hotel, 292, Jalan Sultan Idris Shah, 30000 Ipoh, Perak Darul Ridzuan

DEAR SHAREHOLDERS OF EVERSAFE RUBBER BERHAD (THE "COMPANY")

A. Precautionary Measures

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 8th AGM in order to minimise the risks of spreading the COVID-19 virus:

- If you are unwell with sore throat/fever/flu/cough/shortness of breath or any symptoms of the COVID-19, you will not be allowed to attend the 8th AGM. You are strongly advised to appoint a proxy of the Chairman of the meeting to attend and vote at the 8th AGM on your behalf.

- All persons must practice proper hygiene including the use of hand sanitizer and must wear a face mask before entering the meeting venue and throughout the meeting as well as maintain social distancing throughout the meeting.

- Members are advised to check the Company's website at www.eversafe.com.my or announcements released to Bursa Malaysia Securities Berhad from time to time for any changes to the administration of the 8th 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.

- Members/proxies/corporate representatives who wish to attend the 8th AGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd, via TIIH Online website at https://tiih.online no later than Sunday, 21 May 2023 at 11.00 a.m. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM. You may refer to the Pre-Register Procedure below.

B. Eligibility to Attend based on the Record of Depositors

Only a shareholder whose name appears on the Record of Depositor as at **15 May 2023** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

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C. Pre-Register Procedure

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 8th AGM are to follow the procedure as summarised below:

Procedure	Action
BEFORE THE 8th AGM DAY	
(a) Register as a user with TIIH Online	• 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) PRE-REGISTER to attend AGM	• **Registration is open from 11.00 a.m. Friday, 21 April 2023 up to 11.00 a.m. Sunday, 21 May 2023.** • Login with your user ID and password and select the corporate event: "**(REGISTRATION) EVERSAFE 8TH AGM**". • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert the CDS account number and indicate the number of shares. • Submit to register your physical attendance. • System will send an **e-mail to notify** you that your registration to attend the AGM physically is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at **15 May 2023**, the system will send you an **e-mail after 21 May 2023 to approve or reject** your registration for pre-register to attend the 8th AGM.

D. Appointment of Proxy

A shareholder who is unable to attend the 8th AGM on 23 May 2023 may appoint proxy and indicate the voting instructions in the form of proxy. Please deposit the form of proxy with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at 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.

You may also submit the form of proxy electronically via TIIH Online website at https://tiih.online, not less than forty-eight (48) hours before the time appointed for holding the 8th AGM or any adjournment thereof, otherwise the form of proxy shall not be treated as valid. Please do read and follow the procedures below to submit form of proxy electronically.

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E. Electronic Lodgment of Form of Proxy

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

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	• 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	• 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: **EVERSAFE 8TH AGM - "Submission of Form of Proxy".** • 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. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online	▪ Access TIIH Online website 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. *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.*
Proceed with submission of form of proxy	▪ Login to TIIH Online website at https://tiih.online. ▪ Select the corporate exercise name: "**EVERSAFE 8TH AGM - Submission of Form of Proxy**" ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for "Submission of Form of Proxy" 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 exercise name: "**EVERSAFE 8TH AGM: - Submission of Form of Proxy**". ▪ 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.

The last date and time for lodging the form of proxy is Sunday, 21 May 2023 at 11.00 a.m.

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F. Registration on the day of the 8th AGM

Registration will start at 10.00 a.m. at Conference 2, Level 2, WEIL Hotel, 292, Jalan Sultan Idris Shah, 30000 Ipoh, Perak Darul Ridzuan.

Original MyKad or passport is required to be presented during registration for verification.

Upon verification of your MyKad or passport and signing of attendance list, you will be given an identification wristband to enter the meeting room. There will be no replacement of wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting hall if you are wearing the identification wristband.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion. If you have any enquiry, please proceed to the Help Desk counter located near the registration area.

G. 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):

Tricor Investor & Issuing House Services Sdn Bhd Unit 32-01, Level 32, Tower A Vertical Business Suite, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	General Line:	603-2783 9299
	Contact person: Ms. Wong Pang Yi Mr. Ludwig Wong Ms. Stephanie Wee	 603-27839242 603-27839244 603-27839265
	Fax Number:	603-2783 9222
	Email:	is.enquiry@my.tricorglobal.com