



## YBS INTERNATIONAL BERHAD

(Registration No: 200201014380 (582043-K))

### ADMINISTRATIVE GUIDE FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20<sup>TH</sup> AGM”)

The health and safety of the attendees at the 20<sup>th</sup> AGM of YBS International Berhad (“YBS”) are the top priority of the Company. Hence, the following precautionary measures will be taken for the conduct of the 20<sup>th</sup> AGM:-

- (1) Shareholders are strongly encouraged to appoint the Chairman of the 20<sup>th</sup> AGM to act as proxy to attend and vote at the 20<sup>th</sup> AGM on your behalf by submitting the proxy form with pre-casted voting instruction.

Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or home surveillance order – HSO, come into closed contact with someone with suspected or confirmed COVID-19, you are advised to refrain from attending the 20<sup>th</sup> AGM in person.

- (2) Pre-registration of attendance

To enable the Company to make the necessary arrangement at the 20<sup>th</sup> AGM day, attendees who wish to attend the 20<sup>th</sup> AGM in person are required to pre-register your attendance by 24 August 2022, 11:00 a.m. All attendees shall provide the following Pre-Registration details by e-mail to [agm@ybsinternational.com](mailto:agm@ybsinternational.com):-

- Company Name: YBS International Berhad
- Full name;
- NRIC / Passport No.;
- CDS Account No.;
- Contact No.;
- Category of Attendees.: Shareholder/Proxy/Invitee

This is to allow the Company to make the necessary arrangement at the 20<sup>th</sup> AGM day including in relation to the logistics.

- (3) Health screening counter

- Only attendees with “Low Risk” status are allow.
- Attendees shall give co-operation to the health screening counter for temperature reading. Attendees with body temperature reading of 37.5°C or more; or shows any symptom of COVID-19 for instances cough, sore throat, flu and shortness of breath, will not be allowed to attend the 20<sup>th</sup> AGM.
- Social distancing throughout the 20<sup>th</sup> AGM must be strictly adhered to. Hand sanitisers will be placed at the common areas during meeting.
- All attendees **MUST wear face masks** throughout the event.
- **NO** door gift will be provided to the attendees.

- (4) To attend the AGM, attendees are required:-

- To be fully vaccinated (as defined in the SOP of Pelan Pemulihan Negara publish on the website of Majlis Keselamatan Negara).
- Have not tested positive for COVID-19 for 7 days prior;
- To be asymptomatic.

For attendees that are not fully vaccinated, pre-event test via self-test kit (saliva) must be carried out in the presence of the organiser or verified by medical practitioners before attending the 20<sup>th</sup> AGM.

We encourage the non-fully vaccinated attendees to arrive at least 30 minutes prior to the start of the 20<sup>th</sup> AGM. This will allow ample time for the organiser to carry out the pre-event test via self-test kit (saliva).

- (5) Attendees are encouraged to keep abreast with the latest news released by the authority regarding traveling, self-quarantine, other health and safety precautions from time to time.
- (6) Attendees are also reminded to monitor the Company’s website and announcements from time to time for any changes to the 20<sup>th</sup> AGM arrangement.