

LUXCHEM

LUXCHEM CORPORATION BERHAD

Registration No. 199101014102 (224414-D)

ADMINISTRATIVE GUIDE FOR THE 28TH ANNUAL GENERAL MEETING OF LUXCHEM CORPORATION BERHAD

Day and date	:	Thursday, 30 July 2020
Time	:	Registration 9.00 a.m. – 10.00 a.m. Meeting to commence at 10.00 a.m.
Venue	:	Nexus 1 & 2, Level 3A Connexion Conference & Event Centre @ Nexus No. 7, Jalan Kerinchi, Bangsar South City 59200 Kuala Lumpur

ONLINE PRE-REGISTRATION TO ATTEND THE 28TH ANNUAL GENERAL MEETING OF LUXCHEM CORPORATION BERHAD (“LUXCHEM 28TH AGM” or “AGM”)

According to the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by Securities Commission Malaysia on 24 June 2020, shareholders are required to register ahead of the Luxchem 28th AGM to allow the Company to make the necessary arrangements in relation to the meeting infrastructure, logistics and meeting venue to accommodate the meeting participants.

Please follow the steps below to pre-register your physical attendance at the AGM.

1. Visit Tricor Investor & Issuing House Services Sdn. Bhd. at <https://tiih.online>.
2. Login in to TIIH Online website with your user name (i.e. email address) and password under “e-Services”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
3. Select the Corporate Event “**(REGISTRATION) LUXCHEM 28TH AGM**”.
4. Read and agree to the Terms & Conditions and confirm the Declaration.
5. Select “Register for Physical Attendance at Meeting Venue”.
6. Review your registration and proceed to register.
7. System will send an email to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
8. After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after 28 July 2020 to approve or reject your registration to attend physically at the Meeting Venue.

Please note that only a depositor whose name appears on the Record of Depositor as at 23 July 2020 shall be entitled to attend the AGM.

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APPOINTMENT OF PROXY AND SUBMISSION OF PROXY FORM BY HAND OR ONLINE

As a shareholder, you are entitled to appoint proxy to attend and / or vote on your behalf at the AGM by submitting the Proxy Form by hand or online. Submission of proxy form shall be complete **NOT LESS THAN FOURTY-EIGHT HOURS BEFORE THE TIME APPOINTED FOR HOLDING AGM.** The steps are described below:

By hand

1. Download the Proxy Form from the Company's website at <http://www.luxchem.com.my/luxchem-28-agm.html>
2. Complete and submit the proxy form to Tricor Investor & Issuing House Service Sdn. Bhd. The addresses of Tricor Investor & Issuing House Service Sdn. Bhd. as follows:

Office	Customer Service Counter
Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur	Unit G-3, Ground Floor Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur

Online

1. Visit Tricor Investor & Issuing House Services Sdn. Bhd. at <https://tiih.online>
2. Login in to TIH Online website with your user name (i.e. email address) and password under "e-Services". If you have not registered as a user of TIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
3. Select the Corporate Event "**SUBMISSION OF PROXY FORM**".
4. Read and agree to the Terms and Conditions and confirm the declaration.
5. Insert your CDS account number and indicate the number of shares for your proxy to vote on your behalf.
6. Appoint your proxy and insert the required details of your proxy or appoint Chairman as your proxy.
7. Indicate your voting structure – FOR or AGAINST, otherwise your proxy will decide your vote.
8. Review and confirm your proxy appointment.
9. Print proxy form for your record.

If you have any enquiries on the above, please contact the following person-in-charge 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.

General/Fax No/Email : +603 - 2783 9299 / +603 - 2783 9222 / is.enquiry@my.tricorglobal.com
Ms Lim Lay Kiow : +603 - 2783 9232 / Lay.Kiow.Lim@my.tricorglobal.com
Pn. Zakiah Wardi : +603 - 2783 9287 / Zakiah@my.tricorglobal.com
Mr Keith Lim : +603 - 2783 9240 / Keith.Lim@my.tricorglobal.com