



**NOVA WELLNESS GROUP BERHAD**  
[Registration No. 201601025155 (1196094-M)]  
(Incorporated in Malaysia)  
("the Company" or "Nova")

### **ADMINISTRATIVE GUIDE**

#### **IN RESPECT OF THE FIFTH ANNUAL GENERAL MEETING ("5th AGM") TO BE HELD VIA AN ONLINE PLATFORM**

<b>DATE:</b>  Tuesday, 16 November 2021	<b>TIME:</b>  10.00 a.m.	<b>BROADCAST VENUE:</b>  Conference Room, Nova Laboratories Sdn. Bhd., Lot 708, Nova Avenue, 43950 Sungai Pelek, Selangor Darul Ehsan, Malaysia
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#### **General Meeting Record of Depositors**

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 10 November 2021 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the AGM or appoint proxy/proxies to attend and/or vote on his/her behalf.

#### **Proxy**


2. A member of the Company entitled to participate and vote remotely at the 5th AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him/her. If you are unable to attend the meeting and wish to appoint proxy/proxies to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the Annual General Meeting via Virtual Meeting Facilities on 16 November 2021, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing proxy/proxies must be deposited at the Company's Registered Office at Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Malaysia ("Registered Office") not less than 24 hours before the time appointed for the taking of poll at the 5th AGM or adjourned general meeting, no later than **Monday, 15 November 2021 at 10:00 a.m.** Please inform the appointed Proxy(ies) to **register themselves via the Registration Link below.**

#### **Poll Voting**

5. The voting at the 5th AGM will be conducted by poll in accordance with the Company's Constitution. The Company has appointed **HMC CORPORATE SERVICES SDN BHD** as Poll Administrator to conduct the poll by way of online voting and **USEARCH MANAGEMENT SERVICES** as Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 5th AGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 5th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the 5th AGM using the Virtual Meeting Facilities. Please refer to item 10(a) on the registration link.
8. For Corporate Shareholders, **please register yourself via the Registration Link provided below** to provide the following documents to Registered Office no later than **Monday, 15 November 2021 at 10:00 a.m.:-**
  - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
  - (b) Corporate Representative's e-mail address and mobile number.
9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the 5th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 5th AGM via the Virtual Meeting Facilities. Please submit the duly executed proxy form to Registered Office no later than **Monday, 15 November 2021 at 10:00 a.m.** and **register your proxy via the Registration Link at item 10(a) below.**
10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting facilities:

<b>BEFORE THE AGM</b>		
(a)	REGISTRATION	<ul style="list-style-type: none"> <li>• Please click on the following link to register yourself as Shareholder/Proxy/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose.</li> </ul> <p style="text-align: center;">Registration Link: <a href="https://bit.ly/3vEAaVT">https://bit.ly/3vEAaVT</a></p>
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> <li>• Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.</li> </ul>
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> <li>• You may submit any questions online via <a href="https://bit.ly/3fPTicl">https://bit.ly/3fPTicl</a> or by scanning the QR Code below and to submit your questions accordingly:</li> </ul> <div style="text-align: center;">  </div>
<b>ON THE AGM DAY</b>		
(d)	PARTICIPATION	<ul style="list-style-type: none"> <li>• Click on the participation link which was provided to you via e-mail. Sharing of participation is strictly prohibited.</li> <li>• If you have any question to be raised during the meeting, you may submit by using the Q and A box. The Chairman/Board will address the questions submitted prior or during the 5th AGM accordingly.</li> </ul>

(e)	ONLINE VOTING	<ul style="list-style-type: none"> <li>The Voting Link for the Online will be displayed in the Chat Box and Q&amp;A Box of the Virtual Meeting Room upon the Commencement of the AGM. Voting shall commence from 10.00 a.m., Tuesday, 16 November 2021 until a time when the Chairman announces the closing of the voting session at the 5th AGM Broadcast Venue.</li> </ul>
(f)	CLOSURE	The 5th AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

## ENQUIRY

If you have any enquiry or require any assistance before or during the 5th AGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

**HMC CORPORATE SERVICES SDN BHD**  
**Registration No. 199601006647 (378993-D)**

Level 2, Tower 1, Avenue 5

Bangsar South City

59200 Kuala Lumpur

Tel : 603-2241 5800

Mobile/WhatsApp: 017 388 3989

Fax : 603-2282 5022

Email : [office365support@hmc.my](mailto:office365support@hmc.my)

Contact Person: HMC Virtual Meeting Administrator