

ADMINISTRATIVE GUIDE

3rd Annual General Meeting ("3rd AGM") of Nova Wellness Group Berhad (1196094-M)

Date : **Wednesday, 27 November 2019**
Time : **10.00 a.m.**
Venue : **Dewan Bagan, Hotel Seri Malaysia Bagan Lalang, Lot 979 & 980, Pantai Bagan Lalang, 43950 Sungai Pelek, Sepang, Selangor Darul Ehsan**

3rd AGM

1. The Company's 3rd AGM is scheduled at the date and time and at the venue stated above.

PARKING

2. The parking at the venue stated above is free of charge.

REGISTRATION

3. Registration for the 3rd AGM will start at 9.00 a.m. at the venue stated above, and will end at a time as directed by the Chairman of the meeting.

4. Please read the signages to ascertain where you should register yourself for the meeting.

5. Please produce your original National Registration Identity Card ("IC") or Passport (for Non Malaysian shareholders) at the registration counters for verification. Please make sure you collect your IC or Passport thereafter.

6. After the verification, you are required to write your name and sign on the Attendance List placed on the registration counters.

7. You will also be given an identification tag. No person will be allowed to enter the Meeting Hall without the identification tag. There will be no replacement in the event you lose or misplace the identification tag.

8. Once you have collected your identification tag and signed the Attendance List, please proceed to the Meeting Hall.

GENERAL MEETING RECORD OF DEPOSITORS

9. For the purpose of determining a member who shall be entitled to attend the 3rd AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Article 59 of the Company's Articles of Association and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 21 November 2019. Only a Depositor whose name appears on the Record of Depositors as at 21 November 2019 shall be entitled to attend the 3rd AGM of the Company or appoint proxies to attend and/or vote on his/her behalf. Members intending to appoint a proxy or proxies to attend the 3rd AGM shall lodge their proxy forms in accordance with the instructions in the Notice of the 3rd AGM and the Proxy Form in relation to the said AGM not later than 24 hours before the time appointed for the meeting.

ENQUIRY

10. If you have an enquiry prior to the 3rd AGM, please contact the following person during office hours (Mondays to Fridays from 9.00 a.m. to 5.00 p.m.):

Mr. Y.S. Liew
Share Registration Manager
ShareWorks Sdn Bhd
Tel No: 03-6201 1120
Fax No: 03-6201 3121 / 5959