

**PLEASE READ THIS ADMINISTRATIVE GUIDE TOGETHER WITH
THE NOTICE OF TWENTY-FOURTH ANNUAL GENERAL MEETING**

TIMBERWELL BERHAD
(REGISTRATION NO. 199601014835 [387185-W])
(INCORPORATED IN MALAYSIA)

TWENTY-FOURTH ANNUAL GENERAL MEETING (“24TH AGM”)

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Meeting Venue</u>
18 August 2020 (Tuesday)	2:00 p.m.	2nd Floor, Wisma BSN Sabah, Jalan Kemajuan Karamunsing, 88000 Kota Kinabalu, Sabah

Guidance for Pre-Registration to Attend the 24th AGM of the Company

Further to the revised “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission of Malaysia on 11 June 2020, Shareholders are required to register ahead of the 24th AGM to allow the Company to make the necessary arrangements in relation to the meeting. In view thereof, please refer to the below guidance for pre-registration to attend the 24th AGM:-

- Shareholders who wish to attend the 24th AGM in person are required to pre-register by providing the below details by e-mail to info@sshbs.com.my :-
 - Full name;
 - Identity Card or Passport number;
 - Contact number (optional - for better co-ordination); and
 - CDS account number.
- After verification of your registration against the Record of Depositors as at 11 August 2020, the Company’s Share Registrar will send you an e-mail on or after 14 August 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 Depositors as at 11 August 2020 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 24th AGM.

Kindly check the Company’s website or announcements from time to time for the latest updates on the status or changes to the 24th AGM’s arrangement.

The Company seeks the understanding and cooperation from Shareholders and other attendees to contain the outbreak of COVID-19 pandemic.

Enquiry

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

SECURITIES SERVICES (HOLDINGS) SDN. BHD. <i>[Registration No. 197701005827(36869-T)]</i> Level 7, Menara Milenium Jalan Damanlela Pusat Bandar Damansara Damansara Heights 50490 Kuala Lumpur	Contact Person	Contact
	General Line	03 - 2084 9000
	Mr. Wong Piang Yoong	03 - 2084 9168 piang.yoong.wong@sshbs.com.my
	Puan Nurhayati Ang	03 - 2084 9162 nurhayati.ang@sshbs.com.my
	Ms. Yuli Chew	03 - 2084 9008 yuli.chew@sshbs.com.my
	Fax Number	03 - 2094 9940, 2095 0292
	Email	info@sshbs.com.my