

nova pharma solutions
Designing for Healthier Future

Nova Pharma Solutions Berhad
Registration No.: 197701003731 (34608-K)
(Incorporated in Malaysia)



**ADMINISTRATIVE NOTES
FOR THE 43RD ANNUAL GENERAL MEETING (“43RD AGM”)**

Date : **Thursday, 30 September, 2021**
Time : **3.00 p.m.**
Meeting Platform : **GoToWebinar hosted by megacorp.com.my**
MYNIC ID : **D1A018851**

Voting via Digital Ballot Form at a Fully Virtual 43rd AGM

1. Pursuant to the Securities Commission (“SC”) Guideline on virtual meeting revised on 16 July 2021 on a fully virtual meeting, an online platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia. Under a Fully Virtual Meeting where all participants, including Chairman of the Meeting are to participate remotely from various location.
2. This is a fully virtual Meeting in adherence to the SC Meeting’s Guideline to curb the spiking of Covid-19. Shareholders who wish to participate at the 43rd AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/KTmmAc> (please refer to paragraph 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the **Digital Ballot Form (“DBF”)**.
3. With the DBF, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the 43rd AGM, at the comfort of your home or from any location.
4. Shareholders may use the *Questions’ Pane* facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming solution. Shareholders may also submit questions before the meeting via email to the following e-mail address in relation to the agenda items for the 43rd AGM:
AGM-support.NovaPharma@megacorp.com.my

Registration Procedure

5. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the AGM online:
 - a. Open this link <https://vps.megacorp.com.my/KTmmAc>, or scan the QR code at the top right corner of this document, and submit all requisite details at least forty-eight (48) hours before the date of 43rd AGM.
 - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the Meeting.
 - c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, to the Registered office at *No. 9A, Jalan Medan Tuanku, Medan Tuanku, 50300 Kuala Lumpur, Wilayah Persekutuan* not later than 48 hours before the date of the 43rd AGM or email to: AGM-support.NovaPharma@megacorp.com.my
 - d. For corporate shareholders / nominee accounts, please execute Form of Proxy as per step (c) above.
 - e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn. Bhd., will send the following via email:
 - i. **Meeting Link** - for the Live-Streaming Session
 - ii. **DBF** - for Voting Purposes

Record of Depositors (“ROD”) for the 43rd AGM

6. The date of ROD for the 43rd AGM is Friday, 24 September, 2021. As such, only shareholders whose name appear in the ROD shall be entitled to participate, speak and vote at the 43rd AGM or appoint proxy(ies) / corporate representative(s) to participate, speak and vote on his / her behalf

Poll Voting

7. The voting of the 43rd AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
8. Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the 43rd AGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

Enquiry

If you have any enquiries on the above, please contact the Poll Administrator during office hours (Monday to Friday):

Mega Corporate Services Sdn. Bhd.

Email : AGM-support.NovaPharma@megacorp.com.my

Tel : +60 (3) 2692 4271

Alfred : +60 (12) 912 2734

Hisham : +60 (12) 252 9136