



Wong Engineering Corporation Berhad

Registration No. 199601037606 (409959-W)

Dear Valued Shareholders

We are pleased to invite you to the Twenty-Third Annual General Meeting (“23rd AGM”) of the Company, which will be held as follows:

Date & Time	Venue
22 July 2020 11.00 am (Wednesday)	The 23 rd AGM will be held at Auditorium Room, Level 1, Lot 204, Jalan Bukit Belimbing 26/38, Off Persiaran Tengku Ampuan, Lion Industrial Park Seksyen 26, 40400 Shah Alam, Selangor Darul Ehsan, Malaysia.

As part of our commitment to reduce paper usage, the following documents (**Documents**) are available at <https://www.wec.com.my/>:

1. Annual Report 2019
2. Notice of the 23rd AGM, Proxy Form and Administrative Guide
3. Circular in relation to Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature

Mode of Meeting

The 23rd AGM will be a physical general meeting and shareholders are to attend the 23rd AGM in person or by proxy.

Request for the Documents

You may request for copies of the Documents by submitting a Request Form to us via Fax to +604-427 1888 or by email to kwchng@wec.com.my.

Any request for the Documents will be forwarded to you by ordinary post within four (4) market days from the date of the receipt of your request. Please contact Ms. Ch’ng Kai Woon, Executive Secretary at +604 427 1788 should you require any assistance and clarification on the above.

Appointment of Proxy

The appointment of proxy may be done through hard copy format by:

- print, complete and deposit the completed Proxy Form at the registered office at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Penang, Malaysia.

All submitted Proxy Form(s) must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the 23rd AGM or adjourned 23rd AGM at which the person named in the appointment proposes to vote.

Kindly contact our Company Secretary at Boardroom Corporate Services Sdn. Bhd. (BoardRoom) at +604 229 4390 should you require any assistance on the above.

Thank you for your support.

Yours faithfully

Datuk Haji Muhamad Shapiae Bin Mat Ali
Chairman of the Board

30 June 2020

Administrative Guide

Twenty-Third (23rd) Annual General Meeting

Day and Date	:	Wednesday, 22 July 2020
Time	:	11.00 a.m.
Venue	:	Auditorium Room, Level 1, Lot 204, Jalan Bukit Belimbing 26/38, Off Persiaran Tengku Ampuan, Lion Industrial Park Seksyen 26, 40400 Shah Alam, Selangor Darul Ehsan, Malaysia.

In view of the Covid-19 pandemic, your safety remains our utmost priority. The Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of all participants during the Annual General Meeting (“AGM”) as well as to comply with the Government and/authorities’ directives and guidelines on public gatherings and events which may be issued from time to time.

The Company wishes to highlight that the AGM may be re-scheduled and/or postponed in view of the current Covid-19 outbreak and the Malaysian Government’s announcements or guidelines made from time to time. Rest assured, all shareholders/proxies including attendees shall be kept informed of any unexpected changes.

Parking

1. Free parking is available at the venue.

Registration

2. Registration shall commence from 10.00 a.m. at the entrance of Auditorium Room, Level 1 of the Venue and the counter(s) will remain open until such time as may be determined by the Chairman of the meeting. There will be signages to direct you to the registration area.
3. Kindly produce your original National Registration Identity Card (“NRIC”) or Passport (for foreign shareholder) at the registration counter for verification purposes. Please ensure you collect your NRIC/Passport immediately thereafter. **No person will be allowed to register on behalf of another shareholder/proxy, even with the original NRIC or Passport of that other person.**
4. The registration counter(s) shall manage verification of shareholdings and registration matters only.

Entitlement to Attend and Vote at the AGM

5. For the purpose of determining shareholders who are entitled to attend the AGM, only shareholders whose names appear in the General Meeting Record of Depositors (ROD) as at **15 July 2020** shall be entitled to attend, participate, speak and vote at the AGM or appoint proxy(ies) to attend, participate, speak and/or vote on their behalf.
6. If you wish to attend yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to attend the AGM together with the proxy appointed by you regardless of how many CDS accounts you may have.
7. If you have submitted your Proxy Form prior to the AGM and subsequently decided to attend the AGM yourself, please proceed to registration counter(s) to revoke the appointment of your proxy before registration.

Voting Procedure

8. The voting at the AGM will be conducted via poll. Tricor Investor & Issuing House Services Sdn. Bhd. (TIH) has been appointed as Poll Administrator to conduct the polling process. An Independent Scrutineer will verify the poll results.
9. Please follow the instructions given during the AGM for the polling process.

Proxy Form(s)

10. Shareholders must ensure that the duly executed original Proxy Form is deposited at our registered office, 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting.

Questions relating to the resolutions to be tabled at the Company’s AGM

11. To administer the proceedings of the AGM orderly, shareholders may, in advance of the AGM, submit questions to the Board. To do so, please proceed to TIH Online website at <https://tiah.online>, by selecting “e-Services” to login, post your questions and submit them electronically no later than **20 July 2020, 11.00 a.m.** The Board will endeavor to address the received questions via this channel during the AGM.

We regret that we will not be able to answer your questions if we are unable to verify your shareholder status.

Addressing questions. We will endeavour to address all substantial and relevant questions received from shareholders during the AGM. However, as there may be not be sufficient time to address all such questions during the AGM itself, the responses will be sent or emailed to the shareholders at the earliest possible time.

We wish to inform that as the AGM is for matters tabled, only substantial and relevant questions relating to the Annual Report 2019 and other agenda items set out in the Notice of the AGM will be addressed.

The Company will also publish the proceedings of the AGM on its corporate website under the “Investor Relations” section, including the responses to substantial and relevant questions from shareholders.

Mobile devices

12. Please ensure that all mobile devices i.e. phones/other sound emitting devices are put on silent mode during the AGM to ensure smooth and uninterrupted proceedings. Any recording of the proceedings, either vocal or audio visual is strictly prohibited.

Personal Belongings

13. Please take care of your own personal belongings. The Company will not be held responsible/liable for any lost items.

Measures to minimise risks of Covid-19 infection

14. In view of the Covid-19 situation, the following steps will be taken for shareholders, proxies and others who will be attending the AGM in order to minimize the risk of spreading the Covid-19 virus:

- (a) **Temperature checks, health declaration form and face mask**
- All persons attending the AGM will be required to undergo a temperature check and sign a **health declaration form** to provide their respective travel history on whether during the last **14 days prior to the AGM**, he/she has been travelling overseas. The health declaration form will also be used for the purpose of contact tracing, if required.
 - Any person who had recent travel history during the said 14 days period prior to the AGM or had been in contact with a suspected or confirmed Covid-19 patient during the 14 days period prior to the AGM, irrespective of nationality, **will not be permitted** to attend the AGM.
 - Any person with a body temperature of more than 37.5°C and/or exhibit flu-like symptoms such as **sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath**, you will not be allowed to attend the AGM. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the AGM.
 - There will be no food or beverage served at the AGM.
 - All persons must practice proper hygiene including the use of hand sanitizers provided by the Company and are strongly advised to wear a face mask in advance and throughout the AGM proceedings.

(b) **Pre-registration to attend the AGM of the Company**

Due to social distancing requirements, the Company will limit the number of participants to the AGM. In order to assist the Company in managing the turnout for the meeting and to ensure compliance with the directives or guidelines on public gathering/event issued by the Malaysian Government and other relevant authorities. Please do read and follow the following procedures to pre-register your physical attendance at the AGM via the TIIH Online website at <https://tiih.online> :

- Login in to TIIH Online website with your username (i.e. E-mail address) and password under the “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.
- Select the corporate event: “**(REGISTRATION) WONG 23rd AGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “Register for Physical Attendance at Meeting Venue”.
- Review your registration and proceed to register.
- System will send an E-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.

After verification of your registration against the General Meeting Record of Depositors (ROD), the system will send you an E-mail after 20 July 2020 to approve or reject your registration to attend physically at the Meeting Venue.

(c) **Limitation to the number of attendees**

The Company will limit the number of attendees including invited guests to be physically present at the Venue of the AGM to **60** based on the size of the venue. Hence, the total **shareholders present in person or by proxy or attorney or authorized representative shall preferably be limited to 40** only or lesser after taking into consideration of the attendance of the Directors, Management, Company Secretary, Poll Administrator Scrutineers and Auditors. The registration and admission for the AGM shall be on **first-come-first-serve basis**.

(d) **Seating arrangement**

To enhance social distancing measures, the seats allocated for shareholders/ proxies at the AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standard operating procedure provided by the relevant governmental and/or health authorities.

As the Covid-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the AGM of the Company, in accordance with the guidelines and/or standard operating procedure issued by the Malaysian Government and other relevant authorities in order to minimise any risk to shareholders and others attending the AGM. The Company would like to thank all participants for their patience and co-operation in enabling us to hold our AGM with optimum safe distancing measures amidst the Covid-19 pandemic.

Personal Data Policy

By registering and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.

The Company and its subsidiaries, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives or any other party arising out of or in connection with any of them being infected or suspected of being infected with Covid-19 and/or suffering any losses arising out of or in connection with attendance at the AGM and/or measures undertaken by the Company in the Company's sole discretion in response to the Covid-19 pandemic.