

ADMINISTRATIVE GUIDE FOR THE SIXTH ANNUAL GENERAL MEETING ("6TH AGM")



Date

16 November 2022
(Wednesday)



Time

10 a.m.



Venue

Dewan Utama 1, Hotel Seri Malaysia,
Lot 979 & 980, Pantai Bagan Lalang,
43950 Sungai Pelek, Sepang, Selangor
Darul Ehsan, Malaysia.

Dear Shareholders of Nova Wellness Group Berhad (the "Company"),

Precautionary Measures Against the Coronavirus Disease ("COVID-19") Although we are already in the endemic stage of the COVID-19, we still urge that the SOP be observed as much as possible at the Meeting Venue for the health and safety of everyone present thereat. You are encouraged to always put on your face mask while you are within the Meeting Venue.



Entitlement to Participate in the 6th AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors as at 10 November 2022 shall be eligible to participate and vote at the 6th AGM or appoint proxy(ies)/ corporate representatives to participate and vote on his/her/their behalf.



Lodgment of Proxy Form

1. A member of the Company entitled to participate and vote at the 6th AGM 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.
2. Alternatively, shareholders who are unable to join the 6th AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.
3. If you wish to participate in the 6th AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 6th AGM together with a proxy appointed by you.
4. The Proxy Form and/or documents relating to the appointment of proxy/corporate representative/attorney for the 6th AGM can be deposited at the Company's Registered Office at Level 5, Tower 8, Avenue 5, Horizon 2, Bangsar South City, 59200 Kuala Lumpur not less than twenty-four (24) hours before the time appointed for taking of poll or any adjournment thereof.



Registration on the day of the 6th AGM

1. Registration will commence at 9.00 a.m.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
3. A voting slip and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.
4. Registration must be done in person. No person is allowed to register on behalf of another.



Poll Voting (For AGM)

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
2. The voting at the 6th AGM will be conducted by poll in accordance with the Company's Constitution. The Company has appointed SHAREWORKS SDN BHD as Poll Administrator to conduct the poll by way of paper polling and USEARCH MANAGEMENT SERVICES as Independent Scrutineers to verify and validate the poll results.
3. During the 6th AGM, the Chairman will invite the Poll Administrator to brief on the Poll Voting housekeeping.
4. Shareholders may proceed to cast votes on the proposed resolution to be tabled at the 6th AGM, after the Chairman announces the opening of the poll voting session on the resolutions. Shareholders are reminded to cast their votes before the poll is closed which will be announced by the Chairman.
5. Upon completion of the voting session for the 6th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

No recording or photography of the 6th AGM proceedings is allowed without the prior written permission of the Company.



No Door Gift/Vouchers or Souvenirs

There will be NO Door Gift/Vouchers or any souvenirs for shareholders/proxies/corporate representatives who participate at the 6th AGM.



Refreshment

Light refreshment will be provided.



Personal Data Privacy

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.



Enquiry

For any enquiry prior to the 6th AGM, you may contact our Share Registrar, ShareWorks Sdn. Bhd. at 603-6201 1120 on Monday to Friday from 8.30 a.m. to 5.30 p.m., excluding public holidays.