

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING ("EGM")

Date: Wednesday, 23 September 2020

Time: 11.30 a.m., or immediately following the conclusion or adjournment of the 34th Annual General

Meeting of the Company scheduled to be held at the same venue and on the same date at 10.30 a.m.

Venue: R2.6, Level 2, Right Wing, SEGi University, No. 9, Jalan Teknologi, Taman Sains Selangor

Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia

1. SAFETY MEASURES IN LIGHT OF THE COVID-19 OUTBREAK

In the interest of the public health including the well-being of our members, members must cooperate with the precautionary measures put in place by the Company should members or proxies wish to attend the meeting in person. The Company will observe the directives, safety and precautionary requirements as prescribed by the Government, amongst others, the Ministry of Health, the Malaysian National Security Council, the Securities Commission Malaysia and other relevant authorities to curb the spread of COVID-19.

All attendees will be required to wear face mask, undergo temperature check and make a health declaration prior to entering the meeting venue. The Company reserves the right to deny entry to anyone with a temperature of 37.5 degrees Celsius or higher and/or showing symptoms of respiratory illness such as coughing and sneezing. Therefore, if you are unwell, you are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote on your behalf at the EGM.

The Company seeks the understanding and cooperation of all shareholders and other attendees to contain the spread of COVID-19.

2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositors as at **15 September 2020** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

3. NO REFRESHMENT, DOOR GIFTS OR FOOD VOUCHERS

There will be no refreshment, door gifts or food vouchers provided to shareholders, proxies and invited guests who attend the EGM.

4. PRE-REGISTRATION TO ATTEND THE EGM

Shareholders who wish to attend the EGM in person are required to pre-register your attendance by emailing to corporate@segi.edu.my the following information, to allow the Company to make the necessary arrangements in relation to the meeting, i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants:

- (i) Full name;
- (ii) Identity Card or Passport number;
- (iii) Contact number; and
- (iv) CDS account number.

5. ENQUIRY

If you have any enquiries prior to the EGM, you may contact the following during office hours:

Tel. No. : 03-6287 3777 Fax No. : 03-6145 2679

Email : corporate@segi.edu.my

Contact person : Company Secretarial Department