

Dear Valued Shareholders of Kawan Food Berhad (“KAWAN” or the “Company”),

Pursuant to Paragraph 2.19B of the Main Market Listing Requirements and Clause 75(2) and 75(3) of the Company’s Constitution, we wish to notify you by this letter that moving forward, we will discontinue the delivery of any documents to shareholders in hard copies. The hard copy will be provided upon request.

Invitation to Company’s Sixteenth Annual General Meeting (“16th AGM”)

KAWAN will be holding its **16th AGM via FULLY VIRTUAL MEETING**. It is our pleasure to invite you to the 16th AGM of the Company, which is set out as below:

Date : Friday, 19 June 2020
Time : 10.30 a.m.
Broadcast Venue : Tricor Business Centre
Manuka 2 & 3 Meeting Room
Unit 29-01, Level 29, Tower A, Vertical Business Suite
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia

The 16th AGM of the Company will be carried out in the manner as guided by the Securities Commission Malaysia Guidance on the Conduct of General Meetings for Listed Issuers dated 18 April 2020, including any amendment that may be made from time to time. (“SC Guidance”). Pursuant to the SC Guidance and Section 327 (2) of the Companies Act, 2016, the Chairman shall be present at the main venue of the AGM to chair the AGM. Shareholders will **NOT** be physically present at the broadcast venue on the day of the AGM. However, shareholders, shall register their attendance to the 16th AGM remotely by using the Remote Participation and Voting (“RPV”) Facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please follow the procedures for RPV as set out in the Administrative Guide of the 16th AGM.

A shareholder who has appointed a proxy or attorney or authorized representative to attend, participate, speak and vote at this AGM via RPV must request his/her proxy or attorney or authorized representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online> in accordance with the procedures as set out in the Administrative Guide latest by **Wednesday, 17 June 2020 at 10.30 a.m.**

If you wish to appoint a proxy to attend and vote on your behalf at the AGM, you may deposit your proxy form to Tricor’s office, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or by electronic lodgement via TIIH Online website at <https://tiih.online> no later than **Wednesday, 17 June 2020 at 10.30 a.m.** Please follow the procedures as set out in the Administrative Guide for the electronic lodgement of proxy form.

The Annual Report 2019 and all the documents mentioned here below can be viewed and downloaded from the following designated website links: <https://kawanfood.com/index.php/our-company/investor-relations/>. You may also scan the QR code to download.

1. Annual Report 2019
2. Circular in relation to Proposed Renewal of Existing Shareholders’ Mandate for Recurrent Related Party Transaction of a Revenue or Trading Nature and Statement in relation to Proposed Renewal of Authority for the Company to Purchase its Own Ordinary Shares
3. Corporate Governance Report
4. Notice of 16th AGM
5. Proxy Form and Administrative Guide
6. 2019 Annual Report Request Form



The Notice of 16th AGM, Administrative Guide and Proxy Form can be viewed and downloaded from Bursa Malaysia Securities Berhad at https://www.bursamalaysia.com/market_information/announcements/company_announcement or via Tricor’s TIIH Online website at <https://tiih.online>.

Request for Hard Copy

If you need a hard copy of the Annual Report, kindly request at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services”. Alternatively, you may also make your request using the Request Form enclosed herewith or through telephone/email to our Special Registrar at the number/email address given below.

Enquiry

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

1. **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact persons : Ms Lee Siew Li: +603-2783 9234 (Siew.Li.Lee@my.tricorglobal.com)
: Encik Zulhafri Bin Abdul Rahman: +603-2783 9289 (Zulhafri@my.tricorglobal.com)

2. **Kawan Food Berhad**

Ms Tan Bee Yen
Ms Lee Lai Peng
General Line: +603-3099 1188

Yours faithfully
Timothy Tan Heng Han
Managing Director

Date: 28 May 2020