

Fully virtual general meetings are conducted online, without a physical meeting venue for board members, senior management, shareholders and others involved in a general meeting to gather.

**Only conduct fully virtual general meetings during the Movement Control Order (MCO) period**

**There should not be more than eight essential individuals physically present at the broadcast venue**

These individuals would include the Chairperson of the general meeting, the Chief Executive Officer, the Chief Financial Officer, the company secretary, the auditor, the scrutineer and those providing audio and visual support for the fully virtual general meeting.

**Securities Commission  
Guidance  
on  
Virtual Meetings  
for  
Listed Issuers  
18 April 2020**

**The only venue involved in the conduct of a fully virtual general meeting is the broadcast venue.**

**Conduct the meeting with as few individuals present at the venue as possible and must observe all social distancing guidelines**

All listed issuers are reminded to observe the directives, safety and precautionary requirements as prescribed by the Government and the relevant authorities to curb the spread of Covid-19.

**Companies can submit application for a time-limited travel exemption for the essential individuals to travel to the broadcast venue to conduct fully virtual meetings**

**Hybrid general meetings, which involve multiple venues in different locations, shall only be conducted after the MCO period has ended**

A hybrid general meeting is conducted at a physical meeting venue with shareholders physically present. The same meeting is broadcasted online, and shareholders are also provided the option of participating in the meeting via audio or/and video capabilities.

A broadcast venue refers to a physical venue in Malaysia where the Chairperson of the general meeting is physically present. The essential individuals may also be present at the broadcast venue to facilitate the conduct of a fully virtual general meeting.

By submitting the information required in Appendix 1 of the Guidance Note to AGM@seccom.com.my. The application must be submitted to the SC no later than 5 working days prior to the date of the general meeting.

**Securities  
Commission  
Malaysia**

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Queries can be directed to  
AGM@seccom.com.my