

<This letter has to use the Listed Issuer’s Letterhead>

**SAMPLE LETTER FROM THE LISTED ISSUER FOR THE CONFIRMATION OF EXTERNAL COMPANY SECRETARY SERVICES**

Attention: Bursa LINK Application Administrator  
Listing Division,  
Group Regulations,  
Bursa Malaysia  
9th Floor, Exchange Square,  
Bukit Kewangan, 50200 Kuala Lumpur

Dear Sir,

**Confirmation of External Company Secretary’s Services**

We hereby confirm that<Mr./Ms.>of<External Company Secretary Sdn Bhd>is the authorised company secretary to<Listed Issuer Name Berhad>.<External Company Secretary Sdn Bhd>is performing the secretarial duties for the company, and will be permitted to send announcements on our behalf.

Please extend the company secretary the appropriate authorisation pertaining to the usage of the Bursa Listing Information Network (“Bursa LINK”).

Thank you,

<Listed Issuer Director/CEO Name>.  
<Position>,  
<Listed Issuer Name>

<Official Seal/Rubber Stamp of the Listed Issuer>

Note: This letter should be forwarded to the following:

Bursa LINK Application Administrator  
Listing Division,  
Group Regulations,  
Bursa Malaysia  
9th Floor, Exchange Square,  
Bukit Kewangan, 50200 Kuala Lumpur

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**SAMPLE LETTER FROM THE LISTED ISSUER FOR THE TERMINATION OF  
EXTERNAL COMPANY SECRETARY SERVICES**

Attention: Bursa LINK Application Administrator  
Listing Division,  
Group Regulations,  
Bursa Malaysia  
9th Floor, Exchange Square,  
Bukit Kewangan, 50200 Kuala Lumpur

Dear Sir,

**Termination of External Company's Services**

We hereby confirmed that **<External Company Secretary Sdn Bhd>** is no longer an authorised company secretary to **<Listed Issuer Name Berhad>**, and will not be permitted to send announcements on our behalf with immediate effect.

Thank you,

<Listed Issuer Director/CEO Name>.  
<Position>,  
<Listed Issuer Name>

<Official Seal/Rubber Stamp of the Listed Issuer>

Note: This letter should be forwarded to the following:

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