

商联控股有限公司
UNICO HOLDINGS BERHAD
Registration No.: 198101004670 (70785-V)
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR THE 38TH ANNUAL GENERAL MEETING (“AGM”)

Date : 18 September 2020, Friday
Time : 2:00 p.m.
Venue : Alhambra Ballroom, Level M1, **MELIA HOTEL KUALA LUMPUR**
16 Jalan Imbi, 55100 Kuala Lumpur.

COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES

The Board of Directors (“Board”) is cognisant of the Covid-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company’s members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company’s Thirty Eighth Annual General Meeting (“AGM”).

1. VENUE AND SEATING ARRANGEMENT

- As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the venue.
- Social distancing would be practised at all times. Members who attend the AGM should maintain at least one meter (3 feet) distance between him/herself.
- Seats in the AGM venue would be placed at least one meter (3 feet) apart from one another.

2. OTHER IMPORTANT INFORMATION

- Any members/proxies/corporate representatives (“Persons”) who:
 - (a) feel unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, running nose, diarrhoea or shortness of breath before the AGM; or
 - (b) have been placed on quarantine orders or stay-at-home notices; or
 - (c) have returned from overseas to Malaysia within 14 days from the AGM date**MUST NOT** attend the AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the AGM.
- For Persons who are physically attending the AGM, temperature screening on each person will be taken before entering the AGM venue.
- As a precautionary measure, the Company reserves the right to deny any Persons NOT wearing face mask and with body temperature of above 37.5°C entry into the AGM venue.
- Any Persons attending the AGM physically should wear a face mask in advance and throughout the AGM and practice proper self-sanitisation, including the use of hand sanitisers.

3. NO DOOR GIFTS/VOUCHERS

Please be informed THAT THERE ARE NO DOOR GIFTS OR VOUCHERS of any kind to be given at the AGM.

4. BEVERAGES

NO beverage or refreshment will be served at the AGM to minimise crowding or close contact among shareholders.

5. MEETING

The AGM will start at 2:00 p.m. sharp and end at a time directed by the Chairman of the meeting. Shareholders/proxies are advised to be punctual.

6. REGISTRATION

- (a) Registration will **start at 12:00 noon** at the entrance of the Alhambra Ballroom and will close at 2:30 p.m. promptly (30 minutes after the meeting started). Latecomers will not be entertained and will be prohibited to enter the hall.
- (b) Please present your original MyKad or passport to the registration officer for verification purposes and please make sure to collect your MyKad or passport thereafter. The Company will not be responsible for any loss of MyKad or passport.
- (c) Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
- (d) You are not allowed to register on behalf of another person even with the original MyKad or passport of the other person.
- (e) You will be given one (1) identification wristband and no person will be allowed to enter the meeting room without wearing the identification wristband. There will be no replacement in the event that you have lost or misplaced the identification wristband.
- (f) If you are attending the meeting as a shareholder as well as a proxy, you are required to register only once and will be given only one (1) identification wristband to enter the Alhambra Ballroom.
- (g) The Registration Counters only handles verification and registration. Should you wish to update your personal details or have any clarification or queries, please proceed to the Special Counter which will be located at the entrance of Alhambra Ballroom next to the Registration Counters.

7. PARKING

- (a) **PARKING IS NOT SUBSIDISED**
- (b) If you wish to park your vehicle at Melia Hotel Kuala Lumpur, you are advised to come early as the parking lots are limited.
- (c) If you are taking the public transport, the hotel is located within walking distance from the Imbi Monorail station.

8. ENTITLEMENT TO ATTEND AND VOTE

Only shareholders whose names appeared in the Register of Members as at 5:00 p.m. on Friday, 4 September 2020 shall be entitled to attend and vote at the AGM in respect of the number of shares registered in their name at that time.

9. PROXY

- (a) If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
- (b) If you wish to attend the meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the meeting together with a proxy appointed by you.
- (c) If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk Counter which will be located next to the registration counter to revoke the appointment of your proxy.

10. VOTING PROCEDURE

- (a) The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and an independent scrutineer will be appointed to verify the poll results.
- (b) E-voting for all the resolutions as set out in the Notice of Meeting will take place only upon the conclusion of the deliberations of all the business to be transacted at the meeting.
- (c) All attendees at the meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.

11. ENQUIRY

If you have any general queries prior to the meeting regarding the administrative details or transfer of shares, please contact the following persons during office hours from 9:00 a.m. to 5:00 p.m., Mondays to Fridays (except on public holidays)

Tricor Investor & Issuing House Services Sdn Bhd

| | | | |
|----------------|---|--|----------------|
| General Line | : | +603-2783 9299 | |
| Fax Number | : | +603-2783 9222 | |
| Email | : | is.enquiry@my.tricorglobal.com | |
| Contact Person | : | Mr Tee Yee Loon | +603-2783 9242 |
| | | Puan Azizah Kadir | +603-2783 9260 |
| | | Ms Christine Cheng | +603-2783 9265 |
| | | Mr Allen Sii | +603-2783 9279 |