

## ADMINISTRATIVE GUIDE FOR THE FORTIETH ANNUAL GENERAL MEETING (40TH AGM)

**Day & Date** : Tuesday, 16 August 2022  
**Time** : 2.00 p.m.  
**Online Meeting Platform** : TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn. Bhd.

### MODE OF MEETING

The Fortieth Annual General Meeting of the Company will be conducted fully virtual meeting through online meeting platform via TIIH Online website at <https://tiih.online> provided by our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor"). All meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Physical meetings or gatherings, irrespective of the number of participants involved are prohibited.

An online meeting platform used to conduct the meeting can be recognized as the meeting venue or place as required under Section 327(2) of the Companies Act 2016 provided that the online meeting platform.

### REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "**participate**") remotely at the 40th AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("**Tricor**") via its **TIIH Online** website at <https://tiih.online>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 40th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at Tricor's TIIH Online website at <https://tiih.online>.

As the 40th AGM will be held as a fully virtual meeting, shareholders who are unable to participate in this 40th AGM may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

### PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 40th AGM remotely using the RPV facilities are to follow the requirements and procedures as indicated below: -

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as an user with Tricor's TIIH Online website	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a> and register as an user under the "<b>e-Services</b>" select "<b>Create Account by Individual Holder</b>". Kindly refer to the tutorial guide posted on the homepage for assistance.</li><li>Registration as an user will be approved within one (1) working day and you will be notified via email.</li><li>If you are already an user with Tricor's TIIH Online website, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at Tricor's TIIH Online website.</li></ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"><li><b>Registration is open from 10.00 a.m. Monday, 25 July 2022 until the day of 40th AGM, Tuesday, 16 August 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 40th AGM to ascertain their eligibility to participate in the 40th AGM using the RPV.</b></li><li>Login with your user ID and password and select the corporate event: "<b>(REGISTRATION) UNICO 40TH AGM</b>".</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Select "Register for Remote Participation and Voting".</li><li>Review your registration and proceed to register.</li><li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>After verification of your registration against the Register of Members dated <b>9 August 2022</b>, the system will send you an <b>e-mail after 14 August 2022 to approve or reject your registration for remote participation.</b></li></ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and register for the RPV).</i></p>

	Procedure	Action
<b>ON THE DAY OF THE AGM (TUESDAY, 16 AUGUST 2022)</b>		
(c)	Login to Tricor's TIIH Online website	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 40th AGM at any time from <b>1.00 p.m.</b> i.e. 1 hour before the commencement of the 40th AGM on <b>Tuesday, 16 August 2022 at 2.00 p.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) UNICO 40TH AGM”</b> to engage in the proceedings of the 40th AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by you during the 40th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>2.00 p.m. on 16 August 2022</b> until a time when the Chairman announces the end of the voting session.</li> <li>Select the corporate event: <b>“(REMOTE VOTING) UNICO 40TH AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 40th AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:-**

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to Tricor's TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 40th AGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Sunday, 14 August 2022 at 2.00 p.m.** The Board will endeavour to answer the questions received at the 40th AGM.

**ENTITLEMENT TO PARTICIPATE/GENERAL MEETING REGISTER OF MEMBERS (“ROM”)**

Only shareholders whose names appeared in the Register of Members as at 5:00 p.m. on Tuesday, 9 August 2022 shall be entitled to attend and vote at the AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend and/or vote on his/her behalf in respect of the number of shares registered in their name at that time.

**APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE**

Shareholders who appoint proxy(ies) to participate via RPV at the 40th AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 14 August 2022 at 2:00 p.m.**

The appointment of a proxy may be made in a hard copy form and the proxy form must be deposited with the Share Registrar of the Company at **Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia** 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, Malaysia.

## **POLL VOTING**

The voting at the AGM will be conducted by poll and the Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from **2.00 p.m. on Tuesday, 16 August 2022** but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from Tricor's **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for 40th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **DOOR GIFT/FOOD VOUCHER**

There will be NO distribution of door gifts or food vouchers for the 40th AGM since the meeting is being conducted on a fully virtual basis.

## **NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the 40th AGM of the Company.

## **ANNUAL REPORT 2022**

As part of dedicated commitment to sustainable practices, the Annual Report for the year ended 31 March 2022 can be downloaded from the Company's website <http://unicoh.com.my>.

If you wish to obtain a copy of the Annual Report 2022, you may submit an online request to the Share Registrar, Tricor's website at <https://tiih.online> by selecting "Request for Annual Report" under "Investor Services". However, please consider the environment before you decide to request for the printed copy. The environmental concerns like global warming, deforestation and climate change affect human, animal and nation.

## **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (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](mailto:is.enquiry@my.tricorglobal.com)

Contact persons : Pn Azizah Kadir : +603-2783 9260 / Email: [Azizah@my.tricorglobal.com](mailto:Azizah@my.tricorglobal.com)

En. Mohammad Samsol : +603-2783 9243 / Email: [Mohammad.Samsol@my.tricorglobal.com](mailto:Mohammad.Samsol@my.tricorglobal.com)

Mr Keith Lim : +603-2783 9240 / Email: [Keith.Lim@my.tricorglobal.com](mailto:Keith.Lim@my.tricorglobal.com)