

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

ADMINISTRATIVE GUIDE FOR THE FORTY-SECOND ANNUAL GENERAL MEETING (42nd AGM)

Day & Date : Tuesday, 27 August 2024
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 Forty-Second (42nd) 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 42nd AGM using RPV facilities provided by 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 42nd 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 42nd AGM will be held as a fully virtual meeting, shareholders who are unable to participate in this 42nd 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 42nd AGM remotely using the RPV facilities are to follow the requirements and procedures as indicated below: -

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as an user with Tricor’s TIIH Online website	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online and register as an user under the “e-Services” select “Create Account by Individual Holder”. Kindly refer to the tutorial guide posted on the homepage for assistance.Registration as an user will be approved within one (1) working day and you will be notified via email.If you are already an user with Tricor’s TIIH Online website, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at Tricor’s TIIH Online website.

	Procedure	Action
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from 10:00 a.m. on Monday, 5 August 2024 until the day of 42nd AGM, Tuesday, 27 August 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 42nd AGM to ascertain their eligibility to participate in the 42nd AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) UNICO 42nd AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Register of Members dated Friday, 16 August 2024, the system will send you an e-mail after 25 August 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and register for the RPV).</i></p>
ON THE DAY OF THE AGM (TUESDAY, 27 AUGUST 2024)		
(c)	Login to Tricor’s TIIH Online website	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 42nd AGM at any time from 1:00 p.m. i.e. 1 hour before the commencement of the 42nd AGM on Tuesday, 27 August 2024 at 2:00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) UNICO 42nd AGM” to engage in the proceedings of the 42nd AGM remotely. 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 42nd AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 2:00 p.m. on 27 August 2024 until a time when the Chairman announces the end of the voting session. Select the corporate event: “(REMOTE VOTING) UNICO 42nd AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of Remote Participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 42nd AGM, the live streaming will end.

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 +6011-4080 5616 / +6011-4080 3168 / +6011-4080 3169 / +6011-4080 3170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 42nd 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, 25 August 2024 at 2:00 p.m.** The Board will endeavour to answer the questions received at the 42nd 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 **Friday, 16 August 2024** 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 42nd 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, 25 August 2024 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, 27 August 2024** 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 42nd 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 42nd AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 42nd AGM of the Company.

ANNUAL REPORT 2024

As part of dedicated commitment to sustainable practices, the Annual Report for the year ended 31 March 2024 can be downloaded from the Company's website <http://unicoh.com.my>.

If you wish to obtain a copy of the Annual Report 2024, you may submit an online request to the Share Registrar, Tricor's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" 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

Should you require any assistance on the above, kindly contact our Share Registrar at the phone number and email address provided as below.

**Share Registrar - Tricor Investor & Issuing House Services Sdn Bhd
[Registration No. 197101000970 (11324-H)]**

Unit 32-01, Level 32, Tower A, Vertical Business Suite

Avenue 3, Bangsar South

No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Tel : +603-2783 9299

Fax : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com