

# ADMINISTRATIVE DETAILS FOR THE THIRD ANNUAL GENERAL MEETING

Date	:	Monday, 28 June 2021
Time	:	10.00 a.m.
Broadcast Venue	:	Board Room, R-05-17 (Level 5) Wisma SCLand Emporis Kota Damansara Persiaran Surian 47810 Petaling Jaya Selangor Darul Ehsan Malaysia

## MODE OF MEETING

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the Third AGM in person at the Broadcast Venue on the day of the meeting.

## REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

The RPV facilities are available on Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor”) **TIIH Online** website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the Third AGM using RPV facilities from Tricor.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## PROCEDURES FOR RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the Third AGM using the RPV facilities:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, 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 TIIH Online.</li> </ul>

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## PROCEDURES FOR RPV FACILITIES (continued)

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the Third AGM using the RPV facilities: (continued)

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(b)	Submit your request to attend the AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Wednesday, 28 April 2021 until the day of the Third AGM on Monday, 28 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the Third AGM to ascertain their eligibility to participate at the Third AGM using the RPV facilities.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) ALCOM 3RD 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 General Meeting Record of Depositors as at 21 June 2021, the system will send you an e-mail after 26 June 2021 to approve or reject your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIH Online and registration for the RPV).</i></p>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the Third AGM at any time from <b>9.30 a.m.</b> i.e. 30 minutes before the commencement of the AGM on <b>Monday, 28 June 2021 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) ALCOM 3RD AGM</b>” to engage in the proceedings of the Third 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 endeavor to respond to questions submitted by remote participants during the Third 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 <b>from 10.00 a.m. on Monday, 28 June 2021</b> until a time when the Chairman announces the end of the voting session of the Third AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) ALCOM 3RD 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 Third AGM, the live streaming will end.</li> </ul>

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## **PROCEDURES FOR RPV FACILITIES (continued)**

### **Notes to users of the RPV facilities:**

1. 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 TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. 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.
3. 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 +6011-40805616 / +6011-40803168 / +6011-40803169 / +6011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## **ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY**

Only shareholders whose names appear on the Record of Depositors as at 21 June 2021 shall be eligible to participate at the Third AGM or appoint a proxy(ies) and/or the Chairman of the meeting to attend and vote on his/her behalf.

In view that the Third AGM will be conducted on a virtual basis, a shareholder can appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the proxy form.

If you wish to participate in the Third AGM yourself, please do not submit any proxy form for the Third AGM. You will not be allowed to participate in the Third AGM together with a proxy appointed by you.

Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the Third AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than Saturday, 26 June 2021 at 10.00 a.m.:

(i) In hard copy:

By hand or post to the office of our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia;

(ii) By electronic form:

All shareholders can have the option to submit their proxy forms electronically via TIIH Online and the steps to submit are summarised below:

<b>Procedure</b>	<b>Action</b>
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of proxy form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“ALCOM 3RD AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> </ul>

# ADMINISTRATIVE DETAILS FOR THE THIRD ANNUAL GENERAL MEETING

## ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY (continued)

(ii) By electronic form: (continued)

All shareholders can have the option to submit their proxy forms electronically via TIIH Online and the steps to submit are summarised below: (continued)

Procedure	Action
<b>i. Steps for Individual Shareholders (continued)</b>	
Proceed with submission of proxy form (continued)	<ul style="list-style-type: none"> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working day(s).</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of proxy form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: “<b>ALCOM 3RD AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Login to TIIH Online, select corporate event: “<b>ALCOM 3RD AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>



# ADMINISTRATIVE DETAILS FOR THE THIRD ANNUAL GENERAL MEETING

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

Shareholders may submit questions for the Board in advance of the Third 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 **Saturday, 26 June 2021 at 10.00 a.m.** The Board will endeavor to answer the questions received at the AGM.

## **NO DOOR GIFT/FOOD VOUCHER**

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

Alcom Group Berhad would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

## **ENQUIRY**

If you have any enquiries on the above, please contact our Share Registrar, Tricor at +603-2783 9299 during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays).

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