

ADMINISTRATIVE DETAILS

FOR THE FOURTH ANNUAL GENERAL MEETING

Date	: Thursday, 23 June 2022
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
Virtual meeting accessible at	: https://web.vote2u.my

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 Fourth Annual General Meeting (“AGM”) in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

The RPV facilities is provided by Agmo Digital Solutions Sdn Bhd (“Agmo”) via its Vote2U Online website at <https://web.vote2u.my>.

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

Kindly refer to Procedures for RPV facilities 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 Fourth AGM using the RPV facilities:

STEP 1: BEFORE THE DAY OF THE FOURTH AGM

Registration as User (for first-time registration only)

Note: If you have already signed up with Vote2U previously, you may proceed to Step 2

Procedures	Action
(a) Individual shareholders to register with Vote2U Online	<ul style="list-style-type: none"> • Access website at https://web.vote2u.my • Click the “Sign Up” button to sign up as a user. • Read and indicate your acceptance of the “Privacy Policy” and “Terms & Conditions” on the small box <input type="checkbox"/>. Then click the “Next” button. • Fill in your details [(i) ensure email address is valid and (ii) create your own password]. Then click the “Continue” button. • For Malaysians, upload your MyKad (front only) while Non-Malaysians, upload your Passport. Then click the “Submit” button. • Your registration will be verified and an email notification will be sent to you. Please check your email.

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PROCEDURES FOR RPV FACILITIES (CONTINUED)

STEP 2: ON THE DAY OF THE FOURTH AGM		
Procedures	Action	
(b) Login to Vote2U Online and watch live streaming	<ul style="list-style-type: none"> Login to https://web.vote2u.my with your email address and password at any time from 9.00 a.m. i.e. 1 hour before the commencement of the Fourth AGM on Thursday, 23 June 2022 at 10.00 a.m. For a Proxy, login with the temporary credentials in the email that you have received from Vote2U. Select the General Meeting event: "ALCOM GROUP BERHAD 4TH AGM" Check your details. Click "Watch Live" button to engage in the proceedings of the Fourth AGM remotely. 	
(c) Ask questions during AGM (real-time)	<ul style="list-style-type: none"> Click the "Ask Question" button to post questions. Type in your question and click "Submit". The Chairman/Board will endeavor to respond to questions submitted by remote participants during the Fourth AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. 	
(d) Online remote voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Thursday, 23 June 2022 until a time when the Chairman announces the end of the voting session of the Fourth AGM. On the main page, scroll down and click the "Confirm Details & Start Voting" button. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click the "Next" button to continue voting for all resolutions. To change your vote, click the "Back" button and select another voting choice. After you have completed voting, a Voting Summary page will appear to show all the resolutions with your voting choices. Click the "Confirm" button to submit your votes. Once you have confirmed and submitted your votes, you will not be able to change your voting choices. 	
(e) View voting results	<ul style="list-style-type: none"> On the main page, scroll down and click the "View Voting Results" button. 	
(f) End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the Fourth AGM, the live streaming will end. You may log out from Vote2U Online. 	

Notes 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 Vote2U Online on the day of the Fourth AGM 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 Agmo Digital Solutions Sdn. Bhd. at +603-7664 8520 / +603-7664 8521 or e-mail to vote2u@agmostudio.com for assistance.

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ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only shareholders whose names appear on the Record of Depositors as at 16 June 2022 shall be eligible to participate at the Fourth 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 Fourth 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 Fourth AGM yourself, please do not submit any Proxy Form for the Fourth AGM. You will not be allowed to participate in the Fourth 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 Fourth AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than Tuesday, 21 June 2022 at 10.00 a.m:

(i) In hard copy:

By hand or post to the Registered Office of Alcom Group Berhad at No. 3, Persiaran Waja, Bukit Raja Industrial Estate, 41050 Klang, Selangor Darul Ehsan, Malaysia;

(ii) By electronic form (for Individual Shareholders only):

All individual shareholders can have the option to submit their Proxy Forms electronically after registering with Vote2U Online. The steps to submit are summarised below:

Procedure	Action
Submission of Proxy Form	<ul style="list-style-type: none"> Individual shareholders to login to https://web.vote2u.my with your email address and password that you have registered with Vote2U. Click “Register Proxy Now” for e-Proxy registration. Select the General Meeting event: “ALCOM GROUP BERHAD 4TH AGM” Select/add your Central Depository System (“CDS”) account number and number of shares. Click the “Appoint Proxy” button. Fill-in the details of your proxy(ies) [ensure email address(es) of proxy(ies) is/are valid] or appoint the Chairman as your proxy. Indicate your voting instructions should you prefer to do so, otherwise your proxy(ies) will decide on your votes. Thereafter, click the “Submit” button. Your submission will be verified. After verification, the proxy(ies) will receive an email notification with temporary credentials i.e. email address and password to login to Vote2U. <p><i>Note:</i></p> <p><i>You need to register as a shareholder before you can register a proxy and submit the e-Proxy Form. Please refer to the above ‘Step 1: Before the day of the Fourth AGM’.</i></p>

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PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the Fourth AGM. The steps are as follows:

Procedure	Action
Pre-meeting submission of questions to the Board	<ul style="list-style-type: none">• Login to https://web.vote2u.my with your email address and password.• Select the General Meeting event: "ALCOM GROUP BERHAD 4TH AGM" <i>(Please note that the event will only be made available on 17 June 2022)</i>• Check your details.• Click the "Ask Question" button to post questions.• Type in your question and click "Submit".• 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 Fourth 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 Agmo Digital Solutions Sdn. Bhd. at +603-7664 8520 / +603-7664 8521 or e-mail to vote2u@agmostudio.com during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays).