

ADMINISTRATIVE GUIDE

For The 39th Annual General Meeting

Date	:	Thursday, 20 May 2021
Time	:	10.00 a.m.
Broadcast Venue	:	Menara UMW, Jalan Puncak, Off Jalan P. Ramlee, 50250 Kuala Lumpur, Malaysia
Online Platform	:	Securities Services e-Portal at https://sshsb.net.my/login.aspx

1. Mode of Meeting

The 39th Annual General Meeting (**AGM**) will be held fully virtual via live streaming and online remote voting from the broadcast venue using the Remote Participation and Voting (**RPV**) facilities provided by SS E Solutions Sdn Bhd (**SSESB**) via the Securities Services e-Portal platform (**SS e-Portal**) at <https://sshsb.net.my/login.aspx>

The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Article 84(2) of the Company's Constitution which require the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies will not be allowed to be physically present at the broadcast venue on the day of the AGM.

2. RPV Facilities

All members, proxies and/or corporate representatives are able to participate using real time submission of typed texts and vote remotely at the 39th AGM via the SS e-Portal provided during the live streaming of the AGM.

Please follow the procedures set out in the SS e-Portal User Guide provided in the enclosed Appendix to register, participate and vote remotely using the RPV facilities.

3. General Meeting Record of Depositors

Only depositors/members whose names appear on the Record of Depositors and/or Register of Members as at 10 May 2021 shall be entitled to participate at the 39th AGM or appoint a proxy/proxies to attend and/or vote on their behalf. Alternatively, members may also appoint the Chairman of the meeting as their proxy to vote on their behalf at the 39th AGM.

4. Appointment of Proxy

The instrument appointing a proxy/proxies may be made via hardcopy or by electronic means in the following manner:

Lodgement in hardcopy form

To be deposited at the SSESB's office, at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

Lodgement via electronic means

To be lodged electronically via the SS e-Portal, by fax to +603-2094 9940 or by email to eservices@sshsb.com.my

Members who appoint a proxy/proxies must ensure that the duly executed Proxy Forms are deposited in accordance with the notes and instructions printed therein no later than **Wednesday, 19 May 2021 at 10.00 a.m.** If members wish to submit the Proxy Form electronically via SS e-Portal, please follow the procedures set out in the enclosed Appendix.

Corporate members through corporate/authorised representatives or attorneys who wish to appoint a proxy/proxies are required to submit their original certificates of appointment of corporate representative or power of attorney to SSESB no later than **Wednesday, 19 May 2021 at 10.00 a.m.**

Members who have appointed a proxy/proxies or corporate/authorised representatives to participate in the 39th AGM must request their proxy/proxies or corporate/authorised representatives to register for the RPV facilities at the SS e-Portal.

Please refer to the Personal Data Protection Notice issued pursuant to the Personal Data Protection Act 2010, which is available on the Company's website at www.umw.com.my concerning the Company's collection of your personal data, whether personally or through an appointed proxy/proxies and/or representatives for the purpose of facilitating your participation at this AGM.

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5. Poll Voting

The voting at the 39th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SSES as the Poll Administrator to conduct the poll voting via the SS e-Portal and Commercial Quest Sdn Bhd as the Scrutineers to verify the poll results.

Voting for each resolution set out in the AGM notice will commence **from 10.00 a.m. on Thursday, 20 May 2021** until such time when the Chairman announces the completion of the online voting session.

6. Submissions of Questions

Members, proxies or corporate representatives may submit questions before the 39th AGM to the Company electronically by email to agm.enquiries@umw.com.my no later than **Wednesday, 19 May 2021 at 10.00 a.m.** or via real time submission of typed texts through a text box facility in the SS e-Portal during the live streaming of the 39th AGM.

7. E-Vouchers

There will be **no distribution** of e-vouchers for participating in the 39th AGM.

8. Integrated Annual Report 2020 and Other Documents

The following documents are available at our website:

- Integrated Annual Report 2020
- Sustainability Report 2020
- Corporate Governance Report 2020
- Circular to Shareholders on the Proposed Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
- Notice of 39th AGM and Proxy Form
- Administrative Guide

If you wish to obtain a printed copy of the documents above, please submit an online request at info@sshshb.com.my or via website at <https://www.sshshb.com.my/new/requestarep.aspx>. The printed copy of the documents will be sent to you by ordinary post upon receipt of your request.

9. Enquiry

If you have any general queries relating to the SS e-Portal, proxy appointment or encounter any technical issue to participate in the fully virtual 39th AGM, please contact the following officers below during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

SS E Solutions Sdn Bhd

General Line : +603-2084 9000
 Contact Persons : Wong Piang Yoong
 (DID: +03 2084 9168)
 Lee Pei Yeng
 (DID: +03 2084 9169)
 Norhasliliwati Abdullah Hashim
 (DID: +03 2084 9163)
 Email : eservices@sshshb.com.my
 Fax : +603-2094 9940

APPENDIX

Securities Services e-Portal (SS e-Portal) User Guide

BEFORE THE 39TH ANNUAL GENERAL MEETING (39TH AGM)

**(A) Sign up for a user account at the SS e-Portal
(PLEASE SIGN-UP BY TUESDAY, 18 MAY 2021)**

- Step 1: Visit <https://sshsb.net.my/login.aspx>
- Step 2: Sign up for a user account.
- Step 3: A notification email will be sent to you within one (1) working day.
- Step 4: Please verify your user account by logging into the SS e-Portal within seven (7) days of the notification email.

- Notes:
- SSESB requires 1 working day to process all user sign-ups. If you do not have a user account with the SS e-Portal, you will need to sign up for a user account by the deadlines stipulated above.
 - This is a **ONE-TIME** registration. If you are already a registered user of the SS e-Portal, you need not register again.
 - Your email address is your User ID.
 - Please proceed to either (B) or (C) below once you are a registered user.

**(B) Register for Remote Participation at the 39th AGM
(PLEASE REGISTER BY THURSDAY, 20 MAY 2021 AT 10.00 A.M.)**

- Step 1: Log in to <https://sshsb.net.my/login.aspx> with your registered email and password.
- Step 2: Look for **UMW Holdings Berhad** under the Company Name and **39th AGM on 20 May 2021 at 10:00 a.m. - Registration for Remote Participation** under Corporate Exercise/Event and click ">" to register for remote participation at the 39th AGM.
- Step 3: Select whether you are participating as:
 - Individual shareholder; or
 - Corporate or authorised representative of a body corporate*.
- Step 4: Submit your registration.

- Notes:
- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
 - Your registration will apply to all the **CDS account(s)** of each individual shareholder/body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
 - Upon verification by the Poll Administrator against the Record of Depositors as at 10 May 2021, you will receive an email on your eligibility to participate at the 39th AGM.

**(C) Submit e-Proxy Form
(PLEASE SUBMIT BY WEDNESDAY, 19 MAY 2021 AT 10.00 A.M.)**

- Step 1: Log in to <https://sshsb.net.my/login.aspx> with your registered User ID (email address) and password.
- Step 2: Look for **UMW Holdings Berhad** under the Company Name and **39th AGM on 20 May 2021 at 10:00 am - Submission of Proxy Form** under Corporate Exercise/Event and click ">" to submit your e-Proxy forms online for the 39th AGM.
- Step 3: Select whether you are submitting the e-Proxy Form as:
 - Individual shareholder; or
 - Corporate or authorised representative of a body corporate*.
- Step 4: Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy/proxies and the proportion of your securities to be represented by your proxy/proxies.
- Step 5: Proceed to indicate how your votes are to be casted against each resolution.
- Step 6: Review and confirm your e-Proxy Form details before submission.

- Notes:
- A copy of your submitted e-Proxy Form can be accessed via **My Records** (please refer to the left navigation panel).
 - You need to submit your e-Proxy Form for every CDS account(s) you have or represent.
 - **All appointed proxy/proxies need not register for remote participation under (B) above but if they are not registered users of the SS e-Portal under (A) above by 17 May 2021. PLEASE NOTIFY YOUR PROXY/PROXIES ACCORDINGLY.**
 - Upon processing the e-Proxy Forms, remote participation access for the 39th AGM will be granted to the proxy/proxies instead of the shareholder(s) provided the proxy/proxies are the registered user of the SS e-Portal, failing which, the proxy/proxies will not be able to participate at the 39th AGM.
 - Upon verification by the Poll Administrator, your proxy will receive an email of his/her eligibility to participate at the 39th AGM.

* For body corporates, the appointed corporate/authorised representative must upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Melayu must be accompanied by a certified translation in English in one (1) file.

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ON THE DAY OF THE 39 TH AGM	
(A) Joining the Live Stream Meeting (e-Live)	
<u>e-Live Access Date and Time</u> Thursday, 20 May 2021 at 9:30 a.m.	<u>Commencement of the 39th AGM</u> Thursday, 20 May 2021 at 10.00 a.m.
<p>Step 1: Log in to https://sshb.net.my/login.aspx with your registered User ID (email address) and password.</p> <p>Step 2: Look for UMW Holdings Berhad under the Company Name and 39th AGM on 20 May 2021 at 10:00 a.m. - Live Stream Meeting under Corporate Exercise/Event and click ">" to join the 39th AGM.</p>	<p>Notes:</p> <ul style="list-style-type: none"> You can start to login 30 minutes before the commencement of the 39th AGM as mentioned above. If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/management team will endeavour to respond your questions during the 39th AGM.
(B) Remote Online Voting during the Meeting (e-Voting)	
<u>e-Voting Access Date and Time</u> Thursday, 20 May 2021 at 10:00 a.m.	<u>e-Voting Closing Date and Time</u> As directed by the Chairman of the 39 th AGM
<p>Step 1: (i) If you are logged in to the SS e-Portal and already accessing the Live Stream Meeting, click Proceed to Vote under the live stream player.</p> <p style="text-align: center;">OR</p> <p>(ii) If you are not logged in yet, please log in to the SS e-Portal, at https://sshb.net.my/login.aspx with your registered User ID (email address) and password. Look for UMW Holdings Berhad under Company Name and 39th AGM on 20 May 2021 at 10:00 a.m. - Remote Voting under Corporate Exercise/Event and click ">" to remotely cast and submit the votes online for the resolutions tabled at the 39th AGM.</p> <p>Step 2: Cast your votes by clicking on the radio buttons against each resolution.</p> <p>Step 3: Review your casted votes and submit the votes.</p>	<p>Notes:</p> <ul style="list-style-type: none"> The access to e-Voting will be opened from 10.00 a.m. on Thursday, 20 May 2021 and will end when the Chairman announces the completion of the online voting session. Your casted votes will apply throughout all the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form. A copy of your submitted e-Voting can be accessed via My Records (please refer to the left navigation panel).
(C) End of the Live Stream Meeting (e-Live)	
<p>The live streaming will end upon the announcement by the Chairman on the closure of the 39th AGM.</p>	