

## ADMINISTRATIVE GUIDE FOR

# THE SIXTEENTH ANNUAL GENERAL MEETING ("16<sup>th</sup> AGM")

- Meeting Date** : Thursday, 30 November 2023
- Time** : 10.00 a.m.
- Meeting Platform** : ConveneAGM at <https://conveneagm.my/uzmaagm2023>
- Mode of Communication** :
- Submit questions to the Board prior to the 16th AGM by emailing them to [communications@uzmagroup.com](mailto:communications@uzmagroup.com) or via typed texts at ConveneAGM at <https://conveneagm.my/uzmaagm2023> not later than 10.00 a.m. on 28 November 2023 (Tuesday).
  - Pose questions to the Board via real-time submission of typed texts at ConveneAGM at <https://conveneagm.my/uzmaagm2023> during the live streaming of the 16th AGM.
- Broadcast Venue** : Level 2, Uzma Tower,  
No. 2, Jalan PJU 8/8A,  
Damansara Perdana,  
47820 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia



## Dear Shareholders,

The Company will be conducting its forthcoming 16<sup>th</sup> AGM on a virtual basis through live streaming and online remote voting using Remote Participation and Electronic Voting ("RPEV") facilities (hereinafter referred to as the "Virtual AGM").

The Broadcast Venue mentioned above is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 64 of the Constitution of the Company, which stipulates that the Chairman of the Meeting shall be at the main venue of the 16<sup>th</sup> AGM.

In line with Practice 13.3 of the Malaysian Code on Corporate Governance, by conducting a Virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote members' participation. With the RPEV Facilities, you may exercise your right as a member of the Company to participate (including posing questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

**No Members/Proxies/Corporate Representatives from the public shall be physically present nor admitted at the Broadcast Venue on the day of the AGM.**

### Digital Copies of Annual General Meeting Documents

As part of our dedicated commitment to sustainable practices, please scan the QR code for the following documents of the Company, which are also available and can be downloaded from Bursa Malaysia Securities Berhad and the Company's website at <https://www.uzmagroup.com/uzma-investor-relations>

1. Annual Report 2023
2. Corporate Governance Report 2023
3. Notice of the 16<sup>th</sup> AGM and Proxy form
4. Administrative Guide for the 16<sup>th</sup> AGM
5. Statement to Shareholders in relation to the proposed renewal of authority for the Company to purchase its own ordinary shares ("**Proposed Renewal of Share Buy-Back Mandate**") ("**Statement to Shareholders**")



As a shareholder of the Company, you may submit your request for a printed copy of the Annual Report 2023 and/or Statement to Shareholders to [communications@uzmagroup.com](mailto:communications@uzmagroup.com) and must provide all the required information accurately, i.e. full name, CDS account number, full mailing address and shareholder's mobile number. Barring any unforeseen circumstances, we will send a printed Annual Report 2023 and/or Statements to Shareholders to you as reasonably practicable from the date of receipt of your request. Nevertheless, it is hoped that you would consider the environment before you decide to request for a printed copy.

### Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear in the Record of Depositors on 23 November 2023 (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

### Form(s) of Proxy

Shareholders who are unable to participate in our online AGM are encouraged to appoint the Chairman of the Meeting as their proxy and indicate the voting instructions in the proxy form. Please take note that you must complete the proxy form for the AGM should you wish to appoint proxy(ies).

The proxy form may be made in hard copy or by electronic means, not less than forty-eight (48) hours before the time appointed for holding the meeting, i.e. latest by 10:00 a.m., Tuesday, 28th November 2023 as follows :-

#### (i) In hard copy form

The proxy form must be deposited at the office of our Administration and Polling Agent:

**KPMG Management & Risk Consulting Sdn Bhd**  
Concourse, KPMG Tower,  
No. 8, First Avenue, Bandar Utama,  
47800 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia

(ii) **By electronic means**

The proxy form can also be lodged electronically through ConveneAGM Meeting Platform at <https://conveneagm.my/uzmaagm2023> or email to [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my).

You may follow the steps below to lodge electronic proxy via ConveneAGM Meeting Platform :-

- Go to <https://conveneagm.my/uzmaagm2023>.
- Select "Register Now" and choose "Register as Shareholder".
- Fill out the form with the required information and select "Submit Registration".
- A confirmation will be displayed after a successful registration.
- Check your email for the next step.
- Open the email from **AGM@Convene** ([agmaccounts@conveneagm.com](mailto:agmaccounts@conveneagm.com)).
- Select "Verify Your Email".
- After the email verification, you will be redirected to create your own personalised password.
- Sign in to <https://conveneagm.my/uzmaagm2023>.
- Select "Fill Out Proxy Form".

## Revocation of Proxy

If you have submitted your proxy form prior to the meeting and subsequently decide to participate at the meeting yourself, please write to [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my) to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 16th AGM.

Alternatively, you may register for RPEV facility or appoint another proxy. In such an event, your earlier appointment of a proxy shall be revoked. Please advise your proxy accordingly. Follow the steps listed in Procedures for RPEV FACILITIES to register and/or withdraw the proxy form.

## Voting Procedure

The voting procedure 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 KPMG Management & Risk Consulting Sdn . Bhd . ("KPMG") as Poll Administrator to conduct the poll by way of electronic voting ("e-voting") and Independent Scrutineer to verify and validate the poll results.

During the AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

For the purposes of the virtual AGM, e-voting will be carried out via personal smartphones, tablets, or personal computers/laptops.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by a declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

## Procedures for RPEV Facilities

All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facility at <https://conveneagm.my/uzmaagm2023> to participate and vote remotely at the 16th AGM.

All shareholders who wish to participate at the 16th AGM are required to register online at ConveneAGM Meeting Platform (<https://conveneagm.my/uzmaagm2023>).

Registration for remote access will open from Tuesday, 31 October 2023 until the day of the 16th AGM on Thursday, 30 November 2023. Shareholders are encouraged to register at least 48 hours before the commencement of the 16th AGM to allow some time for the Company to verify the shareholder status and to avoid any delay in registration.

Kindly follow the steps below or provided in the AGM User Guide at <https://cdn.azeusconvene.com/wpcontent/uploads/brochures/Getting-Started-with-ConveneAGM.pdf> on how to register online:-

### Pre Meeting Day

Registration for Shareholders and/or Corporate Representatives

- Go to <https://conveneagm.my/uzmaagm2023>.
- Select "Register Now" and choose "Register as Shareholder".
- Fill out the form with the required information and click "Submit Registration".
- A confirmation will be displayed after a successful registration.
- Check your email for the next step.
- Open the email from **AGM@Convene** ([agmaccounts@conveneagm.com](mailto:agmaccounts@conveneagm.com)).
- Select "Verify Your Email".
- After email verification, you will be redirected to create your own personalised password.
- Upon system verification against the Record of Depositors and Register of Members as at 23 November 2023, you will receive email from AGM@Convene indicating that your registration is approved or rejected.

**Please note that the corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their certificate of appointment of corporate representative to KPMG not later than Tuesday, 28 November 2023 at 10:00 am.**

<p><b>Pre Meeting Day</b></p> <p>Registration for Proxyholders</p>	<ul style="list-style-type: none"> <li>As a Proxy, you will receive email from <b>AGM@Convene</b> with your proxy code once you are appointed by your shareholder.</li> <li>Click on the link in the email or go to <b><a href="https://conveneagm.my/uzmaagm2023">https://conveneagm.my/uzmaagm2023</a></b>.</li> <li>Select "Register Now" and choose "Register as Proxyholder".</li> <li>Fill out the form with the required information and click to "Submit Registration".</li> <li>A confirmation will be displayed after a successful registration.</li> <li>Check your email for the next step.</li> <li>Open the email from <b>AGM@Convene</b> (<b><a href="mailto:agmaccounts@conveneagm.com">agmaccounts@conveneagm.com</a></b>).</li> <li>Select "Verify Your Email".</li> <li>After the email verification, you will be redirected to create your own personalised password.</li> </ul> <p><b>Please note that in the event the shareholder who appointed you cannot be authenticated against the Record of Depositors and Register of Members as at 23 November 2023, your registration will not be valid.</b></p>
<p><b>Meeting Day</b></p> <p>Participation by Shareholders, Proxies and/or Corporate Representatives during AGM</p>	<ul style="list-style-type: none"> <li>Login to <b><a href="https://conveneagm.my/uzmaagm2023">https://conveneagm.my/uzmaagm2023</a></b></li> <li>Click to start the live webcast.</li> <li>Proceed to ask question and/or vote when permissible.</li> </ul>

### No Door Gift/E-Voucher/Food Voucher

There will be NO door gift/e-voucher/food voucher for participating at the AGM since the meeting is being conducted on a virtual basis.

### Recording or Photography at the AGM

Strictly NO recording or photography of the AGM proceedings is allowed.

### Enquiries

Should you require any assistance on the RPEV facility, kindly contact KPMG, details as follows :-

- (a) For matters relating to proxy processing and eligibility to participate at the 16th AGM [During office hours on Mondays to Fridays (except on public holidays) from 8:30 a.m. to 5:30 p.m.].

Email	:	<b><a href="mailto:support_conveneAGM@kpmg.com.my">support_conveneAGM@kpmg.com.my</a></b>
Telephone No.	:	603-7721 3109/ 7329/ 7954/ 7780

- (b) For ConveneAGM Technical Support (available 24/7):

Toll Free No	:	1 800 817 240
Email	:	<b><a href="mailto:support@conveneagm.com">support@conveneagm.com</a></b>
Live Chat	:	Click on the chat icon at the bottom right side of <b><a href="https://conveneagm.my/uzmaagm2023">https://conveneagm.my/uzmaagm2023</a></b>

### Personal Data Privacy:

*By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.*