

## ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Meeting Date:	Wednesday, 13 November 2024
Time:	12.00 p.m., or immediately following the conclusion or adjournment of the Seventeenth (17 <sup>th</sup> ) Annual General Meeting of Uzma Berhad (“ <b>Uzma</b> ” or “ <b>Company</b> ”) which will be held at the same broadcast venue and on the same day at 10.00 a.m., whichever is earlier
Meeting Platform:	ConveneAGM Meeting Platform at <a href="https://conveneagm.my/uzmaegm2024">https://conveneagm.my/uzmaegm2024</a>
Mode of Communication:	<ol style="list-style-type: none"><li>i. Submit questions to the Board of Directors of Uzma (“<b>Board</b>”) prior to the EGM by emailing to <a href="mailto:communications@uzmagroup.com">communications@uzmagroup.com</a> or via typed texts at ConveneAGM at <a href="https://conveneagm.my/uzmaegm2024">https://conveneagm.my/uzmaegm2024</a> not later than 12.00 p.m. on 11 November 2024 (Monday).</li><li>ii. Pose questions to the Board via real time submission of typed texts at ConveneAGM at <a href="https://conveneagm.my/uzmaegm2024">https://conveneagm.my/uzmaegm2024</a> during the live streaming of the EGM.</li></ol>
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 conduct its EGM **on a virtual basis through live streaming and online remote voting using Remote Participation and Electronic Voting (“RPEV”)** facilities (hereinafter as “**Virtual EGM**”).

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 EGM.

In line with the Practice 13.3 of the Malaysian Code on Corporate Governance, by conducting a Virtual EGM, 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 to pose questions to the Board and/or Management of the Company) and vote at the EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

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

### Digital Copies of Circular

As part of our dedicated commitment to sustainable practices, please scan the QR code for the Circular of the Company, which are also available and can be downloaded from Bursa Malaysia Securities Berhad and the Company’s website at <https://uzmagroup.com/general-meeting/>.

As a shareholder of the Company, you may submit your request for a printed copy of the Circular 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 Circular 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 the printed copy of the Circular.

## Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear in the Record of Depositors on **6 November 2024** (General Meeting Record of Depositors) shall be eligible to participate the EGM 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 EGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the proxy form. Please take note that you must complete the proxy form for the EGM 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 12:00 p.m., Monday, 11 November 2024 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/uzmaegm2024> 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/uzmaegm2024>.
- 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 personalized password.
- Sign in to <https://conveneagm.my/uzmaegm2024>
- 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 in 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 EGM.

Alternatively, you may register for RPEV facility or appoint another proxy. In such an event, your earlier appointment of proxy shall be revoked. Please advise your proxy accordingly. Follow the steps listed in procedures for RPEV facility to register and/or withdraw 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 EGM, 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 call 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 EGM, e-voting will be carried out via personal smart phones, tablets, or personal computers/ laptops.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by 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/uzmaegm2024> to participate and vote remotely at the EGM.

All shareholders who wish to participate at the EGM are required to register online at ConveneAGM Meeting Platform <https://conveneagm.my/uzmaegm2024>.

Registration for remote access will open from Tuesday, 29 October 2024 until the day of the EGM on Wednesday, 13 November 2023. Shareholders are encouraged to register at least 48 hours before the commencement of the EGM 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 EGM User Guide at <https://cdn.azeusconvene.com/wpcontent/uploads/brochures/Getting-Started-with-ConveneAGM.pdf> on how to register online:

<p><b>Pre-Meeting Day –</b> Registration for Shareholders and/or Corporate Representatives</p>	<ul style="list-style-type: none"> <li>• Go to <a href="https://conveneagm.my/uzmaegm2024">https://conveneagm.my/uzmaegm2024</a>.</li> <li>• Select “<b>Register Now</b>” and choose “<b>Register as Shareholder</b>”.</li> <li>• Fill out the form with the required information and click to “<b>Submit Registration</b>”.</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 AGM@Convene (<a href="mailto:agmaccounts@conveneagm.com">agmaccounts@conveneagm.com</a>).</li> <li>• Select “<b>Verify Your Email</b>”.</li> <li>• After the email verification, you will be redirected to create your own personalised password.</li> <li>• Upon system verification against the Record of Depositors and Register of Members as at 6 November 2024, you will receive an email from AGM@Convene indicating that your registration is approved or rejected.</li> </ul> <p><b>Please note that the corporate shareholders who require their corporate representative to participate and vote at the EGM must deposit their certificate of appointment of corporate representative to KPMG not later than Monday, 11 November 2024 at 12:00 p.m.</b></p>
<p><b>Pre-Meeting Day –</b> Registration for Proxyholders</p>	<ul style="list-style-type: none"> <li>• As proxy, you will receive email from <b>AGM@Convene</b> with your proxy code once you are appointed by your shareholder.</li> <li>• Open the email from <b>AGM@Convene</b> (<a href="mailto:agmaccounts@conveneagm.com">agmaccounts@conveneagm.com</a>).</li> <li>• Select “<b>Verify Your Email</b>”.</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 6 November 2024, your registration will not be valid.</b></p>
<p><b>Meeting Day –</b> Participation by Shareholders, Proxies and/or Corporate Representatives during EGM</p>	<ul style="list-style-type: none"> <li>• Login to <a href="https://conveneagm.my/uzmaegm2024">https://conveneagm.my/uzmaegm2024</a></li> <li>• Click to start 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 in the EGM since the meeting is being conducted on a virtual basis.

## **Recording or Photography at the EGM**

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

## **Enquiries**

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

- (a) For matters relating to proxy processing and eligibility to participate at the EGM [Please contact during office hours on Mondays to Fridays (except on public holidays) from 8.30 a.m. to 5.30 p.m.]

Email : [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my)  
Telephone No. : 603-7721 7329/ 7780

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

Toll Free No. : 1 800 817 240  
Email : [support@conveneagm.com](mailto:support@conveneagm.com)  
Live Chat : Click on the chat icon at the bottom right side of  
<https://conveneagm.my/uzmaegm2024>

## **Personal Data Privacy:**

*By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the EGM 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 EGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (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.*