

Administrative Guide for the Second Annual General Meeting



UNITRADE INDUSTRIES BERHAD
(Registration No.: 202101013724 (1414023-X))
(Incorporated in Malaysia)

Day and Date	: Thursday, 7 September 2023
Time	: 10.00 a.m.
Broadcast Venue	: 12 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Meeting Platform	: https://meeting.boardroomlimited.my
Mode of Communication	: (1) Typed text in the Online Meeting Platform during the virtual Annual General Meeting (2) Shareholders may submit questions by logging into the Boardroom Smart Investor Portal at https://investor.boardroomlimited.com prior to the holding of virtual Annual General Meeting

MODE OF MEETING

The Second Annual General Meeting ("2nd AGM") of the Company will be held virtually through live streaming and online remote voting via Remote Participation and Electronic Voting ("RPEV") facility which is available on Boardroom Share Registrars Sdn Bhd ("Boardroom")'s website at <https://meeting.boardroomlimited.my>.

The Securities Commission Malaysia had on 7 April 2022, revised the Guidance Note and Frequently Asked Questions ("FAQs") on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 (the "Guidance Note"), to allow general meetings during Transition to Endemic phase to be conducted virtually.

Pursuant to the Guidance Note, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

This is also in line with Practices 12.1 and 13.3 of the Malaysian Code on Corporate Governance where boards are encouraged to have effective, transparent and regular communication with shareholders, including leveraging technology to promote shareholder participation, encourages companies to continue leveraging technology to conduct their general meetings during Emergency Movement Control Order period and respective phases under the National Recovery Plan, where safe distancing requirements remain. Ensuring the safety of the Company's shareholders, employees and other stakeholders remains the Company's top priority.

We strongly encourage you to participate in the 2nd AGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the 2nd AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 2nd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Shareholders or proxies are not allowed to be physically present at the Broadcast Venue as the venue is only meant to facilitate the conduct of the Virtual AGM. Shareholders or proxies who turn up at the Broadcast Venue would be requested to leave the venue politely.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on 25 August 2023 (General Meeting Record of Depositors) shall be eligible to participate the 2nd AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

FORM(S) OF PROXY

Shareholders are encouraged to go online, participate and vote at the 2nd AGM using remote participation and electronic voting facilities.

Shareholders who are unable to participate in our online 2nd AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy. Alternatively, you may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment.

Please take note that you must complete the Form(s) of Proxy for the 2nd AGM should you wish to appoint a proxy(ies).

Please ensure that the original Form(s) of Proxy is deposited at our Share Registrar's office not less than forty-eight (48) hours before the time appointed for holding the meeting at the following address:-

Boardroom Share Registrars Sdn. Bhd.

11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700

Alternatively, you may deposit your Form(s) of Proxy by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal (**kindly refer to Step 2, Remote Participation and E-Voting below**) at <https://investor.boardroomlimited.com> to log in and deposit your Form(s) of Proxy electronically, not less than forty-eight (48) hours before the meeting.

REVOCATION OF PROXY

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our 2nd AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") as Poll Administrator to conduct the poll by way of electronic voting ("**e-voting**") and Sky Corporate Services Sdn Bhd as Independent Scrutineer to verify and validate the poll results.

During the 2nd AGM, the Chairman will invite the poll administrator to brief on the e-Voting housekeeping rules. The 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. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.

For the purpose of this 2nd AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

REMOTE PARTICIPATION AND E-VOTING



Please note that the remote participation and e-voting are available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

You will be able to view a live webcast of the 2nd AGM proceeding, ask questions and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for login ID and password:

Before the day of the AGM		
Step	Action	
1.	Register Online with Boardroom Smart Investor Portal (for first time registration)	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none">Access website https://investor.boardroomlimited.comClick <<Login>> and click <<Register>> to sign up as "Shareholder" or "Corporate Holders".Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, kindly upload the authorisation letter as well as Click "Sign Up".Please enter a valid email address. You will receive an e-mail for e-mail address verification. Click on "Verify E-mail Address" from the e-mail received to proceed with the registrationOnce your email address is verified, you will be re-directed to Boardroom Smart Investors Portal for verification of mobile number. Click on "Request OTP Code" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click "Enter" to complete the process.Once your mobile number is verified, registration of your new Boardroom Smart Investors Portal will be pending for final verification.An e-mail will be sent to you to inform the approval of your Boardroom Smart Investor Portal account within one (1) business day. Subsequently, you can login at https://investor.boardroomlimited.com with the e-mail address and password filled up by you during registration to proceed.

Before the day of the AGM		
Step	Action	
2.	Submit request for Remote Participation User ID and Password	<p><i>[Note: The registration for remote access will be opened on Friday, 28 July 2023. You are required to register to ascertain your eligibility to participate the 2nd AGM by using RPEV]. Shareholders are encouraged to register at least 48 hours before the commencement of the meeting to avoid any delay in the registration.</i></p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Select "Meeting Event(s)" from main menu and select the correct Corporate Event "UNITRADE INDUSTRIES BERHAD 2nd Virtual AGM" and click "Enter" Go to "Virtual" and click "Register for RPEV" Read and agree to the terms and conditions and thereafter submit your request. You will receive a notification that your RPEV registration has been received and is being verified. Upon system verification against the AGM's Record of Depositors as at 25 August 2023, you will receive an email from Boardroom either approving your registration for the remote participation. If approved, RPEV credential will be provided in your email. Please note that one (1) user ID and password can only log on to one (1) device at a time. If rejected, a rejection note will be provided in your email. <p><i>Note: Closing for submission of request is at Tuesday, 5 September 2023 (forty-eight (48) hours before the commencement of the AGM)</i></p> <p>Appointment of Proxy</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select UNITRADE INDUSTRIES BERHAD 2nd ANNUAL GENERAL MEETING from the list of Meeting Event(s) and click "Enter". Click on "Submit eProxy Form". Read and accept the General Terms and Conditions by clicking "Next". Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). Indicate your voting instructions – FOR, AGAINST or ABSTAIN, otherwise your proxy will decide your vote. Review and confirm your proxy appointment. Click "Apply". Download or print the eProxy form as acknowledgement. <p>Corporate Shareholders</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <p>Via BSIP</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select "UNITRADE INDUSTRIES BERHAD 2ND ANNUAL GENERAL MEETING" from the list of Meeting Event(s) and click "Enter". Click on "Submit eProxy Form". Select the company you would like to represent (if more than one). Proceed to download the file format for "Submission of Proxy Form" from BSIP. Prepare the file for the appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Review and confirm your proxy appointment and click "Submit". Download or print the eProxy form as acknowledgement <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select "Edit Profile" in order to add Company name</i></p>

Before the day of the AGM		
Step		Action
2.	Submit request for Remote Participation User ID and Password	<p>Authorised Nominee and Exempt Authorised Nominee</p> <p>a. Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.</p> <p>b. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport as well as his/her email address.</p> <p>✓ You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</p> <p>✓ Upon system verification against the General Meeting Record of Depositories as at 25 August 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>✓ You will also receive your remote access user ID and password along with email from Boardroom if your registration is approved.</p> <p>✓ Please note that the closing time to submit your request for remote participation User ID and Password is on Tuesday, 5 September 2023 (forty-eight (48) hours before the commencement of the AGM).</p>
3.	Login to Virtual Meeting Portal	<p><i>[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]</i></p> <p>a. The Virtual Meeting Portal will be open for login starting an hour [1 hour] before the commencement of the AGM on Thursday, 7 September 2023 at 10.00 a.m.</p> <p>b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal [Refer to Step 2 above].</p>
On the day of the AGM [7 September 2023]		
Step		Action
4.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
5.	Online Remote Voting	<p>a. Once voting has been opened, the polling page will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
6.	End of Remote Participation	<p>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.</p> <p>b. You can now logout from Virtual Meeting Portal.</p>

NO VOUCHERS/DOOR GIFTS

There will be **NO VOUCHER(S) OR ANY DOOR GIFT(S)** for shareholders/proxies who participate in the AGM.

NO RECORDING OR PHOTOGRAPHY AT THE AGM

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

ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours from Mondays to Fridays (except for public holidays):

Boardroom Share Registrars Sdn. Bhd.

General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.