



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

Notification Letter

Dear Valued Shareholders of UNITRADE INDUSTRIES BERHAD (“**UNITRADE**” or “**the Company**”):

We are pleased to invite you to the Second Annual General Meeting (“2nd AGM”) of Unitrade which will be conducted on a virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting (“RPEV”) facilities.

The particulars of the 2nd AGM as set out below:-

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

This notification will be sent by electronic mail to shareholders who have maintained their email address in the Record of Depositors with Bursa Malaysia Depository Sdn. Bhd. (“Bursa Depository”). For shareholders who have yet to provide their email addresses with Bursa Depository, this notification will be sent by ordinary post.

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 at the main venue, and no shareholders/proxies/corporate representatives should be physically present nor admitted at the Broadcast Venue.

Shareholders who wish to attend the fully virtual 2nd AGM will have to register and attend remotely on our meeting platform, details of which are available in the Administrative Guide enclosed herein, which will also be made available on the Company’s website at <https://www.unitrade.com.my/corporate-governance-meetings/>.

In our efforts of going green and in preserving the environment, please scan the QR code below for the following documents of the Company which are also available at the Company’s website at <https://www.unitrade.com.my/corporate-governance-meetings/>:

1. Annual Report 2023
2. Notice of 2nd AGM and Form of Proxy
3. Corporate Governance Report
4. Administrative Guide of 2nd AGM
5. Circular in relation to the Proposed Renewal Shareholders’ of Shareholders’ Mandate for Recurrent Related Party Transaction of a Revenue or Trading Nature and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature dated 28 July 2023 (“**Circular**”)



Should you require a hard copy of the Annual Report 2023 and/or Circular, you may submit your request by completing the attached Request Form and returning the same to our office by ordinary mail, fax or email, in accordance to the recipient details as provided therein. All the required information must be provided accurately. The Annual Report 2023 and/or Circular will be delivered as soon as reasonably practicable upon the receipt of your request.

Please read the Administrative Guide for the 2nd AGM which is available at our Company’s website at <https://www.unitrade.com.my/corporate-governance-meetings/> for details on the registration process. Shareholders and proxies will have to register themselves in order to attend the 2nd AGM remotely by using the RPEV facilities according to the procedures as set out in the Administrative Guide for the 2nd AGM.

The Company will continue to observe the applicable operating procedures, directives, safety and precautionary requirements as prescribed by the Malaysian Government, the Ministry of Health, the Malaysian National Security Council, and other relevant authorities. In the event the 2nd AGM is re-scheduled and/or postponed in accordance to the Malaysian Government's announcements or guidelines as may be made from time to time, all shareholders/proxies including attendees shall be kept informed of such unexpected changes.

Should you require any assistance on the above, please contact our Share Registrar, Boardroom Share Registrars Sdn. Bhd. during office hours from Mondays to Fridays, 9.00 a.m. to 5.30 p.m. (except public holidays):-

Boardroom Share Registrars Sdn. Bhd.
(Registration No. 199601006647(378993-D))
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
Fax : +603 7890 4670
Email : bsr.helpdesk@boardroomlimited.com

We thank you for your continued support to Unitrade Industries Berhad.

Yours faithfully
Nomis Sim Siang Leng
Managing Director

28 July 2023



UNITRADE

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Request Form

The Share Registrar

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 : +630 7890 4700
Fax : +603 7890 4670
Email : bsr.helpdesk@boardroomlimited.com

ANNUAL REPORT AND CIRCULAR REQUEST FORM

Please select the documents you would like to receive by ticking (✓) within the box provided:

Annual Report 2023

Circular

PARTICULARS OF SHAREHOLDER

Name of Shareholder	
NRIC No./Passport No./Company No.	
CDS Account No.	
Mailing Address	
Telephone No.	

Dated this _____ day of _____ 2023

Signature of Shareholder