

# ADMINISTRATIVE DETAILS

## FOR THE SECOND ANNUAL GENERAL MEETING

Date of AGM	:	Tuesday, 23 June 2020
Time of AGM	:	10.00 a.m.
Broadcast Venue	:	Board Room, R-05-17 (Level 5) Wisma SCland Emporis Kota Damansara Persiaran Surian 47810 Petaling Jaya Selangor Darul Ehsan Malaysia

### **MODE OF MEETING**

In view of the COVID-19 outbreak and having regard to the well-being and safety of our shareholders, the Second AGM will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Notes on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020.

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 present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the Second AGM in person at the Broadcast Venue on the day of the meeting.

### **REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the Second AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor” or “TIIH”) via its TIIH Online website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the Second AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 21 June 2020 at 10.00 a.m.**

Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to Tricor not later than **Sunday, 21 June 2020 at 10.00 a.m.** to participate via RPV in the Second AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Sunday, 21 June 2020 at 10.00 a.m.** to participate via RPV in the Second AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, speak and vote at the Second AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the Second AGM is a fully virtual AGM, shareholders who are unable to participate in the AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
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### PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the Second AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. Thursday, 21 May 2020 up to 10.00 a.m. Sunday, 21 June 2020.</b></li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) ALCOM 2ND AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 16 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.</li> </ul>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the Second AGM at any time from <b>9.40 a.m.</b> i.e. 20 minutes before the commencement of the AGM on <b>Tuesday, 23 June 2020 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) ALCOM 2ND AGM</b>” to engage in the proceedings of the Second AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the Second AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 10.00 a.m. on Tuesday, 23 June 2020</b> until a time when the Chairman announces the completion of the voting session of the Second AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) ALCOM 2ND AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the Second AGM, the live streaming will end.</li> </ul>

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### Note to users of the RPV facilities:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### **ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your Proxy Form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of the Second AGM by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: "Submission of Proxy Form".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>

### **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the Second AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 21 June 2020 at 10.00 a.m.**. The Board will endeavor to answer the questions received at the AGM.

### **NO DOOR GIFT/FOOD VOUCHER**

There will be no distribution of door gifts or food vouchers for the Second AGM since the meeting is being conducted on a fully virtual basis.

Alcom Group Berhad would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.



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## **ENQUIRY**

If you have any enquiry on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

### **Tricor Investor & Issuing House Services Sdn Bhd**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

### Contact persons

Mr. Cheng Kang Shaun : +603-2783 9241 ([Kang.Shaun.Cheng@my.tricorglobal.com](mailto:Kang.Shaun.Cheng@my.tricorglobal.com))  
Mr. Eric Low : +603-2783 9267 ([Eric.Low@my.tricorglobal.com](mailto:Eric.Low@my.tricorglobal.com))  
Mr. Sazali Bin Husin : +603-2783 9280 ([Sazali@my.tricorglobal.com](mailto:Sazali@my.tricorglobal.com))