



UNISEM (M) BERHAD
198901006009 (183314-V)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 36TH ANNUAL GENERAL MEETING OF UNISEM (M) BERHAD (“AGM” OR “MEETING”))

Day & Date : Monday, 28 April 2025
Time : 10.30 a.m.
Venue : Concorde Ballroom, Lobby Level, Concorde Hotel Kuala Lumpur,
No. 2, Jalan Sultan Ismail, 50250 Kuala Lumpur

REGISTRATION

- The registration counter starts at 9:00 a.m. on Monday, 28 April 2025 and will remain open until the conclusion of the AGM or such time as may be determined by the Chairman of the Meeting. To register for the Meeting, you are required to queue at the designated meeting room according to the signage displayed on that day.
- Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes.
- Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that other person.
- Upon verification, shareholders or proxies will also be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband.
- There will be no replacement for the identification wristband if it is lost or misplaced.
- The registration counter will only handle verification of identity and registration of attendance.
- A Help Desk will be available for any other enquiries/assistance/revocation of proxy's appointment.

PROXY

- Only members whose names appear in the Record of Depositors as at 21 April 2025 are entitled to attend, speak and vote at this AGM to be held on 28 April 2025.
- If you are unable to attend the Meeting on 28 April 2025, you may appoint the Chairman of the Meeting as proxy and indicate the voting instructions in the Proxy Form.
- If you wish to personally participate in the AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the AGM together with a proxy appointed by you.

- Accordingly, the Proxy Form and/or documents relating to the appointment of proxy or authorised representative or attorney for the AGM whether in hard copy form or electronic means shall be deposited or submitted in the following manner not later than Saturday, 26 April 2025 at 10.30 a.m.:

In hard copy form

By hand or post to the office of the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively to be deposited in the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

By electronic form

You may also submit your proxy appointment electronically via TIIH Online website at <https://tiih.online>. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGEMENT OF PROXY FORM

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. Select the corporate event: "UNISEM (M) BERHAD 36TH AGM - SUBMISSION OF PROXY FORM". Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the form of proxy for your record.
ii. Steps for Corporate or Institutional shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporate or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online. Select the corporate event: "UNISEM (M) BERHAD 36TH AGM - SUBMISSION OF PROXY FORM". Agree to the Terms & Conditions and Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Login to TIIH Online, select corporate event: "UNISEM (M) BERHAD 36TH AGM - SUBMISSION OF PROXY FORM". Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.

VOTING PROCEDURE

- The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Malaysia Main Market Listing Requirements.
- The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") as Poll Administrator to conduct the poll by way of electronic voting.
- The attendees at the Meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.
- Shareholders or proxies or corporate representatives or attorneys can proceed to vote on the resolutions upon the announcement by the Chairman of the meeting.
- Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 21 April 2025 and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

REFRESHMENT

- There will be NO refreshment or lunch served at the forthcoming AGM.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays) at:

Tricor Investor & Issuing House Services Sdn Bhd

Telephone Number General Line	603-2783 9299
Fax Number	603-2783 9222
Email	is.enquiry@vistra.com