



**SALCON BERHAD**  
[200201026133 (593796-T)]  
(Incorporated in Malaysia)

**EXTRAORDINARY GENERAL MEETING**  
**ADMINISTRATIVE GUIDE**

<b>Day and Date</b>	<b>Wednesday, 23 June 2021</b>
<b>Time</b>	<b>10.15 a.m. or immediately after the conclusion or adjournment of the Company's Eighteenth Annual General Meeting (which will be held at the same broadcast venue on the same day at 9.30 a.m.), whichever is later, or at any adjournment of the Extraordinary General Meeting ("EGM") thereof</b>
<b>Broadcast Venue</b>	<b>Tricor Leadership Room, Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</b>
<b>Meeting platform</b>	<a href="https://tjih.online">https://tjih.online</a>

**MODE OF MEETING**

In view of the coronavirus disease 2019 ("**COVID-19**") outbreak and as part of our safety measures, our EGM will be conducted on a virtual basis through live streaming and online remote voting using the Remote Participation and Voting ("**RPV**") facilities from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.

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. Member(s), proxy(ies), attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the meeting.

**RPV FACILITIES**

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "**participate**") remotely at the EGM using the RPV provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") via its TIH Online website at <https://tjih.online>.

Please note that only a depositor whose name appears on the Record of Depositors as at 16 June 2021 shall be entitled to participate or appoint proxies to participate on his/her behalf at the EGM.

As the EGM of Salcon Berhad is a virtual meeting, shareholders who are unable to participate in this EGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

## PROCEDURES FOR RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the EGM using the RPV facilities:

### Before the EGM day

	Procedure	Action
(i)	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”, select the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</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>
(ii)	Submit your request to attend EGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Tuesday, 8 June 2021 until the day of EGM on Wednesday, 23 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate at the EGM using the RPV.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) SALCON EGM</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 <b>e-mail to notify</b> 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 2021, the system will send you an <b>e-mail after 21 June 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>On the EGM Day</b>		
(a)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the EGM at any time from <b>9.15 a.m.</b> i.e. 1 hour before the commencement of the EGM on <b>Wednesday, 23 June 2021 at 10.15 a.m.</b></li> </ul>

(b)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) SALCON EGM</b>” to engage in the proceedings of the EGM 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 EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(c)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from 10.15 a.m. on Wednesday, 23 June 2021 until a time when the Chairman announces the end of the session.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) SALCON EGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</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>
(d)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairperson on the closure of the EGM, the Live Streaming will end.</li> </ul>

**Note to users of the RPV:**

1. Should your application to join the EGM be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of the EGM 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 stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168/ 011-40803169/ 011-40803170 or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**LODGEMENT OF PROXY FORM**

The appointment of a proxy may be made in hard copy form or by electronic form. In the case of an appointment made in hard copy form, the proxy form must be deposited with the Company’s Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

If the shareholder opts to submit proxy form electronically via TIIH Online website, the steps to submit are summarised below:

Procedure	Action
<b>i. <u>Steps for Individual Shareholders</u></b>	
Register as a	<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”.</li> </ul>

User with TIIH Online	<p>Please refer to the tutorial guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“Salcon EGM - Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms and 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/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for your record.</li> </ul>
<b>ii. <u>Steps for corporation or institutional shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation 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"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate exercise name: <b>“Salcon EGM - Submission of Proxy Form”</b></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Agree to the Terms &amp; Conditions and Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIIH Online, select corporate exercise name: <b>“Salcon EGM - Submission of Proxy Form”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>
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All the proxy forms submitted must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the EGM or adjourned general meeting at which the person named in the appointment proposes to vote. The last date and time for lodging the proxy form is **10.15 a.m. on Monday, 21 June 2021**.

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative at the Company’s Share Registrar’s office not later than **10.15 a.m. on Monday, 21 June 2021** to participate via RPV in the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at the Company’s Share Registrar’s office not later than **10.15 a.m. on Monday, 21 June 2021** to participate via RPV in the EGM.

**A member who has appointed a proxy or attorney or corporate/authorised representative to participate at the EGM via RPV must request his/her proxy to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>.**

## **POLL VOTING**

The voting at the EGM 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate/authorised representative(s) or attorney(s) can proceed to vote on the resolution at any time from the commencement of the EGM at 10.15 a.m. on Wednesday, 23 June 2021 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the note above, “Procedures for RPV facilities” for guidance on how to vote remotely from the TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolution is duly passed.

## PRE-MEETING SUBMISSION OF QUESTION(S) TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board prior to the EGM via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **10.15 a.m. on Monday, 21 June 2021**. The Board will endeavour to answer the questions received at the EGM.

For those questions posed during the meeting, if there is time constraint, the responses will be e-mailed to you at the earliest possible after the meeting.

## RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the EGM.

## DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gift or food voucher for participating the EGM.

## COMMUNICATION GUIDANCE

Shareholders are advised to check the Company’s website at [www.salcon.com.my](http://www.salcon.com.my) and announcements released to Bursa Malaysia Securities Berhad from time to time for any changes to the administration of the EGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

## ENQUIRIES

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> <i>Registration No. 197101000970 (11324-H)</i>  Unit 32-01, Level 32, Tower A Vertical Business Suite Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	Contact Details	
	General Line	603-2783 9299
	Email	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
	Fax Number	603-2783 9222
	Puan Nor Faeayzah	603-2783 9274 <a href="mailto:Nor.Faeayzah@my.tricorglobal.com">Nor.Faeayzah@my.tricorglobal.com</a>
	Mr Ang Wai Meng	603-2783 9281 <a href="mailto:Wai.Meng.Ang@my.tricorglobal.com">Wai.Meng.Ang@my.tricorglobal.com</a>