



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

## **EIGHTEENTH ANNUAL GENERAL MEETING ADMINISTRATIVE GUIDE**

**Date : Wednesday, 23 June 2021**

**Time : 10.30 a.m.**

**Venue : Victorian Ballroom, Level 1, Holiday Villa Hotel & Conference Centre, 9 Jalan SS12/1, 47500 Subang Jaya, Selangor Darul Ehsan**

### **SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK**

- (1) The Company will continue to implement the applicable directive, safety and precautionary requirements prescribed by the Government, Ministry of Health Malaysia ("MOH"), Malaysian National Security Council and other relevant authorities to continue to curb the spread of COVID-19.
- (2) All resolutions set out in the Notice of the Eighteenth Annual General Meeting ("18<sup>th</sup> AGM") dated 30 April 2021 by the Company will be voted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. In view of the COVID-19 outbreak, physical attendance at the 18<sup>th</sup> AGM may present a risk to the shareholders. As such, shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the 18<sup>th</sup> AGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
- (3) Shareholders, proxies, staff and other attendees who are feeling unwell or have been placed under quarantine orders or stay-at-home notices or had been in physical contact with any person infected with COVID-19 are advised to refrain from attending the 18<sup>th</sup> AGM in person. You are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote at the 18<sup>th</sup> AGM on your behalf.
- (4) We will be conducting temperature checks on all persons upon arrival at the 18<sup>th</sup> AGM venue. The Company reserves the right to deny entry to anyone with a body temperature of above 37.5 degrees Celsius or showing symptoms of respiratory illness such as coughing and sneezing, we would strongly advise him/her not to attend the 18<sup>th</sup> AGM.
- (5) For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the AGM as well as maintain social distancing throughout the meeting.
- (6) To comply with social distancing requirements, the seats allocated for shareholders/proxies at the 18<sup>th</sup> AGM venue will be maintained at a physical distance of at least one meter between each shareholders/proxies at all times.

### **PRE-REGISTRATION TO ATTEND THE 18<sup>TH</sup> AGM**

Shareholders are required to register ahead of the 18<sup>th</sup> AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructures, logistics and meeting venue(s) to accommodate the meeting participants.

Kindly refer to the following procedures to pre-register your physical attendance at the 18<sup>th</sup> AGM via the TIIH Online website at <https://tjih.online>:-

- (1) Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the "e-Services". If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- (2) Select the corporate event: "**(REGISTRATION) SALCON 18<sup>TH</sup> AGM**".
- (3) Read and agree to the Terms & Conditions and confirm the Declaration.
- (4) Select "Register for Physical Attendance at Meeting Venue".
- (5) Review your registration and proceed to register.
- (6) System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- (7) After verification of your registration against the General Meeting Record of Depositors as at 16<sup>th</sup> June 2021, the system will send you an e-mail after 21<sup>st</sup> June 2021 to approve or reject your registration to attend physically at the Meeting Venue.

Please note that only a depositor whose name appears on the Record of Depositors as at 16<sup>th</sup> June 2021 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 18<sup>th</sup> AGM.

## 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, the steps to submit are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
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 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>
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 18<sup>th</sup> AGM - 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. Steps for corporation or institutional shareholders</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 18<sup>th</sup> AGM: Submission of Proxy Form"</b>.</li> <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: "Salcon 18<sup>th</sup> AGM: Submission of Proxy Form".</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>

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 General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote.

## REGISTRATION

- (1) Registration counter will open at 9.00 a.m. on Wednesday, 23<sup>rd</sup> June 2021 at Victorian Ballroom, Level 1, Holiday Villa Hotel & Conference Centre, 9 Jalan SS12/1, 47500 Subang Jaya, Selangor Darul Ehsan.
- (2) Please produce/show your original MyKad/passport (for foreigners) to the registration staff for verification purposes. Please make sure your MyKad/passport is returned to you thereafter.
- (3) Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
- (4) You will also be given an identification wristband with personalised passcode for the 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 in the event that you lost or misplaced it.
- (5) No person will be allowed to register on behalf of another person, even with the original MyKad/passport of that person.
- (6) The registration counter will handle only verification of identity and registration of shareholders and proxies.

## VOTING PROCEDURE

The voting at the 18<sup>th</sup> AGM will be conducted via e-polling. Tricor Investor & Issuing House Services Sdn Bhd has been appointed as Poll Administrator to conduct the polling process. The Independent Scrutineer will verify the poll results thereafter.

Please follow the instructions given during the 18<sup>th</sup> AGM for the e-polling process.

## CAR PARKING

Parking is complimentary from Salcon. Please endorse your parking ticket at the Parking Ticket Counter of the meeting venue and collect the reimbursement of the one time parking fee from us. The parking tickets do require validation at the autopay machines before exit.

## REFRESHMENT AND DOOR GIFT

There will be no distribution of door gift and refreshments will not be provided during the 18<sup>th</sup> AGM.

## 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		
<b>Telephone Number</b>	General Line	603-2783 9299
	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>
<b>Fax Number</b>	603-2783 9222	
<b>Email</b>	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>	