



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

**ADMINISTRATIVE GUIDE
FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20th AGM”)**

Day and Date : Wednesday, 21 June 2023

Time : 10:30 a.m.

Broadcast Venue : Tricor Business Centre, Gemilang Room, Unit 29-02,
Level 29, Tower A, Vertical Business Suite, Avenue 3,
Bangsar South No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Meeting Platform : TIIH Online website at <https://tiih.online>

MODE OF MEETING

The 20th AGM of the Company 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. With the RPV facilities, you may exercise your right as a shareholder of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the 20th AGM.

BROADCAST VENUE

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 20th AGM in person at the Broadcast Venue on the day of the meeting as the Broadcast Venue is only meant to facilitate the conduct of the 20th AGM.

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 20th AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its TIIH Online website at <https://tiih.online>.

Please note that only a depositor whose name appears on the Record of Depositors as at 14 June 2023 shall be entitled to participate or appoint proxies to participate on his/her behalf at the 20th AGM.

As the 20th AGM of Salcon Berhad is a virtual meeting, members who are unable to participate in this 20th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

PROCEDURE FOR RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 20th AGM using the RPV facilities:

Before the 20th AGM Day		
	Procedure	Action
i	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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.
ii	Submit your request to attend 20 th AGM remotely	<ul style="list-style-type: none"> Registration is open from Friday, 28 April 2023 until the day of AGM on Wednesday, 21 June 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate at the AGM using the RPV. Login with your user ID (i.e. email address) and password and select the corporate event: “(REGISTRATION) SALCON BERHAD 20TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting” Review your registration and proceed to register System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 14 June 2023, the system will send you an e-mail after 19 June 2023 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
On the 20th AGM Day		
iii	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM at any time from 9:30 a.m. i.e. 1 hour before the commencement of the AGM on Wednesday, 21 June 2023 at 10:30 a.m.
iv	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SALCON BERHAD 20TH AGM” to engage in the proceedings of the AGM remotely. 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 AGM. If there is time constraint, the responses will be published on the Company’s website at www.salcon.com.my earliest possible after the meeting.
v	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10:30 a.m. on Wednesday, 21 June 2023 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) SALCON BERHAD 20TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
vi	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the AGM, the Live Streaming will end.

Note to users of the RPV:

1. Should your registration for the 20th AGM 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 20th AGM 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 for assistance.

LODGEMENT OF PROXY FORM

The proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 20th AGM whether in hard copy form or by electronic form shall be deposited or submitted in the following manners not later than **Monday, 19 June 2023 at 10:30 a.m.**, being not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned general meeting at which the person named in the appointment proposes to vote:

(i) In hard copy form

The proxy form for the appointment of proxy made in hard copy form, original certificate of appointment of corporate representative or power of attorney must be deposited at 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.

(ii) In electronic form

In the case of an appointment of a proxy made in electronic form, the proxy form must be deposited via TIIH Online website. The steps to submit are summarised below:

Procedure	Action
<u>i. Steps for Individual Shareholders</u>	
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 20th AGM by the Company, login with your user name (i.e. email address) and password.• Select the corporate event: "Salcon Berhad 20th 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.

Procedure	Action
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: “Salcon Berhad 20th AGM: Submission of Proxy Form”. ▪ Read and agree to the Terms & Conditions and confirm the 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: “Salcon Berhad 20th 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.

A member who has appointed a proxy or attorney or corporate/authorised representative to participate at the 20th AGM via RPV facilities must request his/her proxy to register himself/herself for RPV facilities at the TIIH Online website at <https://tiih.online>.

POLL VOTING

The voting at the 20th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members or proxy(ies) or corporate/authorised representative(s) or attorney(s) can proceed to vote on the resolutions at any time from the commencement of the 20th AGM at 10:30 a.m. on Wednesday, 21 June 2023 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 20th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

SUBMISSION OF QUESTION(S) TO THE BOARD OF DIRECTORS

Shareholders may submit questions to the Board prior to the 20th AGM via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **10:30 a.m. on Monday, 19 June 2023**. The Board will endeavour to answer the questions received at the 20th AGM.

For those questions posed during the meeting, if there is time constraint, the responses will be published on the Company's website at www.salcon.com.my earliest possible after the meeting.

RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 20th AGM.

NO DOOR GIFT/VOUCHER

There will be no distribution of door gift or voucher for participating the 20th AGM.

COMMUNICATION GUIDANCE

Shareholders are advised to check the Company's website at www.salcon.com.my and announcements released to Bursa Malaysia Securities Berhad from time to time for any changes to the administration of the 20th AGM 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:

Tricor Investor & Issuing House Services Sdn Bhd <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	Contact Details	
	General Line	603-2783 9299
	Email	is.enquiry@my.tricorglobal.com
	Fax Number	603-2783 9222
	Puan Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Ms Nur Shafikah	603-2783 9293 nur.shafikah@my.tricorglobal.com