

## ADMINISTRATIVE GUIDE FOR NINTH ANNUAL GENERAL MEETING (“9<sup>TH</sup> AGM”) OF SALUTICA BERHAD (“THE COMPANY”)

**Date** : Thursday, 25 November 2021  
**Time** : 10.30 a.m.  
**Online Meeting Platform** : TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn. Bhd.

### PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (“COVID-19”) AND MODE OF MEETING

- The Securities Commission Malaysia (“SC”) had, on 13 January 2021, announced that capital market entities supervised, licensed or registered by the SC shall operate in accordance with the applicable Standard Operating Procedures (“SOPs) issued by the authorities during the Emergency Ordinance and various forms of Movement Control Order (“MCO”). The SC had, on 16 July 2021, issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers (“SC Guidance Note”) whereby listed issuers are now permitted to conduct a fully virtual, hybrid or physical general meetings in the areas under Conditional MCO, Recovery MCO or areas not subjected to any movement restriction, subject to adhering to the prevailing and applicable SOPs as well as precautionary measures as prescribed by the Government, the Ministry of Health, Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
- In line with the Government’s directive and SC Guidance Note to curb the spread of COVID-19, the Company has decided to conduct the 9<sup>th</sup> AGM fully virtual through online meeting platform via TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn. Bhd.
- The Company will continue to observe the guidelines issued by the Government of Malaysia, Ministry of Health, Malaysian National Security Council, Securities Commission and/or other relevant authorities, and will take all relevant precautionary measures as advised.

### SHAREHOLDERS’ PARTICIPATION AT THE 9<sup>TH</sup> AGM VIA REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 9<sup>th</sup> AGM using the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”).
- The RPV are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- We **strongly encourage** you to participate the 9<sup>th</sup> AGM via the RPV. You may also consider appointing the Chairman of the meeting as your proxy to attend and vote on your behalf at the 9<sup>th</sup> AGM.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

### PROCEDURES FOR RPV

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 9<sup>th</sup> AGM using the RPV:-

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<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE 9TH AGM DAY</b>	
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 “<b>e-Services</b>” by selecting “<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 email.</li> <li>▪ If you are already a user with TIIH Online, you are not required to register again.</li> <li>▪ You will receive an email to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
ii. Submit your request to attend 9th AGM remotely	<ul style="list-style-type: none"> <li>▪ Registration is open from 10.30 a.m. Wednesday, 27 October 2021 until the day of 9<sup>th</sup> AGM on Thursday, 25 November 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 9th AGM to ascertain their eligibility to participate the 9th AGM using the RPV facilities.</li> <li>▪ Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(Registration) Salutica Berhad 9<sup>th</sup> 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 <b>email to notify</b> that your registration for remote participation is received and will be verified.</li> <li>▪ After verification of your registration against the Record of Depositors as at 19 November 2021, the system will send you an <b>email after 23 November 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 9TH AGM DAY</b>	
i. Login to TIIH Online	<ul style="list-style-type: none"> <li>▪ Login with your user ID and password for remote participation at the 9th AGM at any time from <b>9.30 a.m.</b>, i.e. 1 hour before the commencement of meeting at 10.30 a.m. on Thursday, 25 November 2021.</li> </ul>
ii. Participate through live streaming	<ul style="list-style-type: none"> <li>▪ Select the corporate event: “<b>(Live Stream Meeting) Salutica Berhad 9<sup>th</sup> AGM</b>” to engage in the proceedings of the 9<sup>th</sup> AGM remotely.</li> </ul> <p>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the 9<sup>th</sup> AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.</p>
iii. Online remote voting	<ul style="list-style-type: none"> <li>▪ Voting session commences from <b>10.30 a.m. on Thursday, 25 November 2021</b> until a time when the Chairman announces the end of the voting session.</li> </ul>

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	<ul style="list-style-type: none"><li>▪ Select the corporate event: “<b>(Remote Voting) Salutica Berhad 9<sup>th</sup> AGM</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>
iv. End of remote participation	<ul style="list-style-type: none"><li>▪ Upon the announcement by the Chairman on the conclusion of the 9<sup>th</sup> AGM, the live streaming will end.</li></ul>

### **NOTE TO USERS OF THE RPV:-**

- (i) Should your registration for RPV 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 meeting will indicate your presence at the virtual meeting.
- (ii) 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.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### **ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE**

- Only members whose names appear on the Record of Depositors (“ROD”) as at **19 November 2021** shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote in the 9<sup>th</sup> AGM or appoint a proxy(ies)/ corporate representative(s)/attorney(s) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 9<sup>th</sup> AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 9<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the 9<sup>th</sup> AGM. You will not be allowed to participate in the 9<sup>th</sup> AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 9<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 23 November 2021 at 10.30 a.m.:-**

#### **(i) In hard copy:-**

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;

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### (ii) By electronic form:-

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:-

Procedure	Action
<b>I. <u>Steps for Individual Shareholders</u></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 proxy form	<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>Salutica Berhad 9<sup>th</sup> AGM - Submission of Proxy Form</b>”.</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(ies) to vote on your behalf.</li> <li>▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>▪ Review and confirm your proxy(ies) appointment.</li> <li>▪ Print the proxy form 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><i>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, Tricor, if you need clarifications on the user registration.</i></p>
Proceed with submission of proxy form	<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>Salutica Berhad 9<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 “<b>Submission of Proxy Form</b>” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> </ul>

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	<ul style="list-style-type: none"><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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### **VOTING AT MEETING**

- The voting at the 9<sup>th</sup> AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor to conduct the poll voting and Coopers Professional Scrutineers Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 9<sup>th</sup> AGM at 10.30 a.m. Kindly refer to “**Procedures for RPV**” provided above for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.
- Upon completion of the voting session for 9<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

### **RESULTS OF THE VOTING**

- The resolutions proposed at the 9<sup>th</sup> AGM and the results of the voting will be announced at the 9<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **NO DOOR GIFT**

- There will be no distribution of door gifts for the 9<sup>th</sup> AGM since the meeting is being conducted on a fully virtual basis.
- The Company would like to thank all its shareholders for their co-operation and understanding in these challenging times.

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

- The Board recognises that the 9<sup>th</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 9<sup>th</sup> AGM, shareholders may in advance, before the 9<sup>th</sup> AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “**e-Services**” to login, post your questions and submit it electronically no later than **Tuesday, 23 November 2021 at 10.30 a.m.** The Board of Directors will endeavor to address the questions received at the 9<sup>th</sup> AGM.

### **ANNUAL REPORT**

- The Annual Report is available on the Company’s website at [www.salutica.com](http://www.salutica.com) and Bursa Malaysia’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company’s announcements.

## **ADMINISTRATIVE GUIDE FOR NINTH ANNUAL GENERAL MEETING OF SALUTICA BERHAD**

- You may request for a printed copy of the Annual Report at <https://tjih.online> by selecting **“Request for Annual Report / Circular”** under the **“Investor Services”**.
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

### **ENQUIRY**

- If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor at +603-2783 9299 during office hours, i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).