

**ADMINISTRATIVE NOTES  
FOR THE 58<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”) 2021**

**1. Date, Time and Broadcast Venue**

Date : 17 June 2021 (Thursday)  
Time : 3.00 p.m.  
Broadcast Venue : The Grounds,  
Level 12, Menara UEM,  
Tower 1, Avenue 7,  
The Horizon,  
Bangsar South City,  
No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur.

**2. Mode of Meeting**

- (a) The 58<sup>th</sup> AGM will be conducted entirely through live streaming from the Broadcast Venue.
- (b) The Broadcast Venue is strictly for the purpose of complying with Article 68 of the Constitution of the Company which requires the Chairperson of the meeting to be present at the main venue of the 58<sup>th</sup> AGM. No **shareholders/proxy(ies)/corporate representative(s)** from the public will be physically present nor admitted at the Broadcast Venue on the day of the meeting.

**3. Remote Participation and Voting (“RPV”) Facilities**

- (a) The RPV facilities are available at Securities Services e-Portal Platform (“**SS e-Portal**”) at <https://sshsb.net.my/>.
- (b) Shareholders may submit questions to the Board prior to the 58<sup>th</sup> AGM electronically by email to [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my) no later than **Tuesday, 15 June 2021 at 3.00 p.m.** or via real time submission of typed text through a text box within SS e-Portal before the start or during the live streaming. The Board will endeavour to answer the questions received at the 58<sup>th</sup> AGM.

**4. Procedures for RPV**

Kindly refer to **Annexure A** for information on SS e-Portal and the RPV procedures to enable your remote participation at the AGM through live streaming and online remote voting.

**5. Meeting**

The Meeting will start promptly at 3.00 p.m. Please **refresh the web browser** in the event the proceeding of the Meeting does not appear.

**6. Entitlement to Participate and Vote**

Only members whose name appears on the Record of Depositors as at 10 June 2021 shall be eligible to participate and vote at the AGM or appoint proxy(ies) to attend, participate, speak and vote on his behalf.

**7. Appointment of Proxy**

- (a) As the 58<sup>th</sup> AGM will be conducted entirely through live streaming, members who are unable to participate in this AGM may appoint a proxy(ies) or Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.
- (b) Please ensure the duly executed proxy forms are deposited in a hard copy form or by electronic means to the poll administrator, SS E Solutions Sdn Bhd (“**SSES**”) no later than **Tuesday, 15 June 2021 at 3.00 p.m.**

**8. Corporate Shareholder**

- (a) Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to SSES no later than **Tuesday, 15 June 2021 at 3.00 p.m.** to participate via RPV in the AGM.
- (b) A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this AGM via RPV must request his/her **proxy to register himself/herself for RPV at SS e-Portal at <https://sshsb.net.my/>.**

**9. No Door Gift/Food Voucher**

There will be **no distribution** of door gifts or food vouchers for the 58<sup>th</sup> AGM.

**10. No Recording or Photography**

Unauthorised recording and photography are strictly prohibited at the 58<sup>th</sup> AGM of the Company.

**11. Enquiry**

If you have any enquiries prior to the 58<sup>th</sup> AGM, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except public holidays):

**SS E Solutions Sdn Bhd**

General Line : +603 2084 9000  
Fax Number : +603 2094 9940/  
+603 2095 0292

**Contact Person**

- 1. Mr. Wong Piang Yoong : +603 2084 9168
- 2. Ms. Lee Pei Yeng : +603 2084 9169
- 3. Ms. Evangeline Yeoh : +603 2084 9161

Email : [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my)



### WHAT IS Securities Services e-Portal?

Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to -

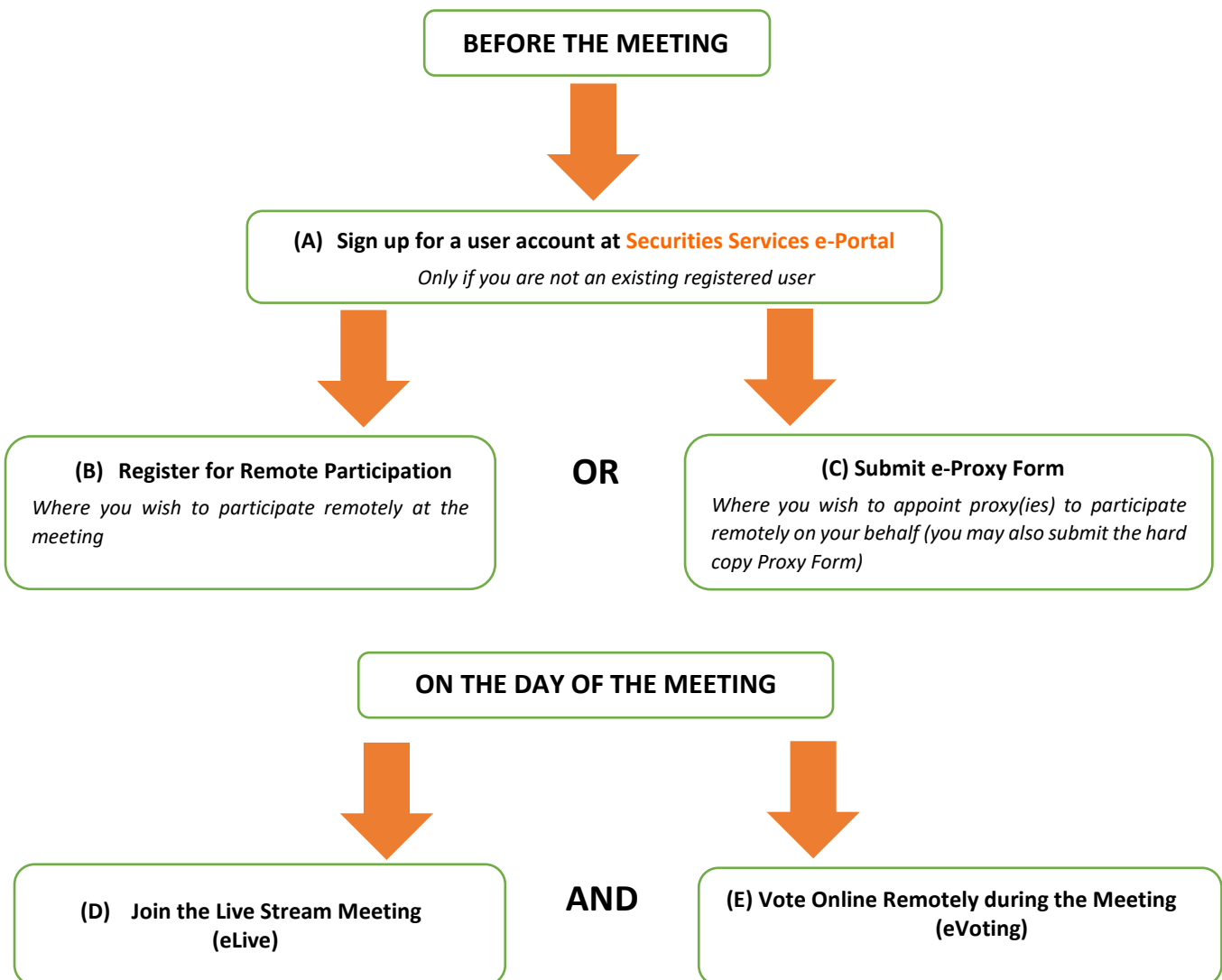
- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings (referred to as “e-Services”).

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by UEM Edgenta Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

Please note that the e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari.

### REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Ms. Lee Pei Yeng (DID: +603 2084 9169) or Ms. Evangeline Yeoh (DID: +603 2084 9161) or our general line (DID: +603 2084 9000) to request for e-Services Assistance during our office hours on Monday to Friday from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. Alternatively, you may email us at [eservices@sshbs.com.my](mailto:eservices@sshbs.com.my).



## BEFORE THE MEETING

### (A) Sign up for a user account at **Securities Services e-Portal**

|   |   |
|---|---|
| <p>Step 1 Visit <a href="https://sshsb.net.my/">https://sshsb.net.my/</a></p> <p>Step 2 Sign up for a user account</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in</p> | <ul style="list-style-type: none"> <li>• 1 working day is required to process all user sign-ups. If you do not have a user account with the e-Portal, you will need to sign up for a user account by the deadlines stipulated below.</li> <li>• Your registered email address is your User ID.</li> </ul> |
|---|---|

**To register for the meeting under (B) below, please sign up for a user account by 15 June 2021.**

**To submit e-Proxy Form under (C) below, please sign up for a user account by 13 June 2021, failing which you may only be able to submit the hard copy proxy form.**

**This is a ONE-TIME registration only. If you already have a user account, please proceed to either (B) or (C) below.**

### (B) Register for Remote Participation at the Meeting

- Log in to <https://sshsb.net.my/> with your registered email and password.
- Look for **UEM Edgenta Berhad** under Company Name and **58<sup>th</sup> AGM on 17 June 2021 at 03:00 p.m. – Registration for Remote Participation** under Corporate Exercise / Event and click “>” to register for remote participation at the meeting.

- Step 1 Check if you are attending as –
- Individual shareholder
  - Corporate or authorised representative of a body corporate
- For body corporates, the appointed corporate / authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur for verification before the registration closing date and time above.*
- Step 2 Submit your registration.

- All shareholders must register for remote participation at the meeting and are **highly encouraged to register as early as possible and before the eLive access date and time [see (D) below]** in order to ensure timely access to the meeting. Access shall be granted only to eligible shareholders in accordance with the General Meeting Record of Depositors as at 10 June 2021.
- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- Your registration will apply to **all the CDS account(s)** of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
- As the meeting will be conducted on a fully virtual basis and only the Chairman and other essential individuals will be present at the Broadcast Venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

## BEFORE THE MEETING

| <b>(C) Submit e-Proxy Form</b>  |   |
|---|---|
| Meeting Date and Time   | Proxy Form Submission Closing Date and Time |
| Thursday, 17 June 2021 at 03:00 p.m.  | Tuesday, 15 June 2021 at 03:00 p.m.         |
| <p>➤ Log in to <a href="https://sshsb.net.my/">https://sshsb.net.my/</a> with your registered email and password</p> <p>➤ Look for <b>UEM Edgenta Berhad</b> under Company Name and <b>58<sup>th</sup> AGM on 17 June 2021 at 03:00 p.m. – Submission of Proxy Form</b> under Corporate Exercise / Event and click “&gt;” to submit your proxy forms online for the meeting by the submission closing date and time above.</p>  |   |
| <p>Step 1 Check if you are submitting the proxy form as –</p> <ul style="list-style-type: none"> <li>▪ Individual shareholder</li> <li>▪ Corporate or authorised representative of a body corporate</li> </ul> <p><i>For body corporates, the appointed corporate / authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The <u>original</u> evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur for verification before the proxy form submission closing date and time above.</i></p> <p>Step 2 Enter your CDS account number or the body corporate’s CDS account number. Then enter the information of your proxy(ies) and the proportion of your securities to be represented by your proxy(ies).<br/><b>You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.</b></p> <p>Step 3 Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 4 Review and confirm your proxy form details before submission.</p> <ul style="list-style-type: none"> <li>• A copy of your submitted e-Proxy Form can be accessed via <b>My Records</b> (refer to the left navigation panel).</li> <li>• You need to submit your e-Proxy Form for <b>every CDS account(s)</b> you have or represent.</li> </ul> |   |
| <b>PROXIES</b>  |   |
| <p><b>All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by <u>13 June 2021</u>. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY.</b> Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, <u>provided the proxy must be a registered user of the e-Portal</u>, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.</p>   |   |

**ON THE DAY OF THE MEETING**

Log in to <https://sshsb.net.my/> with your registered email and password

**(D) Join the Live Stream Meeting (eLive)**

| Meeting Date and Time                | eLive Access Date and Time           |
|--------------------------------------|--------------------------------------|
| Thursday, 17 June 2021 at 03:00 p.m. | Thursday, 17 June 2021 at 02:30 p.m. |

➤ Look for **UEM Edgenta Berhad** under Company Name and **58<sup>th</sup> AGM on 17 June 2021 at 03:00 p.m. – Live Stream Meeting** under Corporate Exercise / Event and click “>” to join the meeting.

- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Board will endeavour to answer the questions received during the meeting.
- Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

**(E) Vote Online Remotely during the Meeting (eVoting)**

| Meeting Date and Time                | eVoting Access Date and Time         |
|--------------------------------------|--------------------------------------|
| Thursday, 17 June 2021 at 03:00 p.m. | Thursday, 17 June 2021 at 03:00 p.m. |

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.  
OR
- If you are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look for **UEM Edgenta Berhad** under Company Name and **58<sup>th</sup> AGM on 17 June 2021 at 03:00 p.m. – Remote Voting** under Corporate Exercise / Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the meeting.

- Step 1 Cast your votes by clicking on the radio buttons against each resolution.  
Step 2 Review your casted votes and confirm and submit the votes.

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate/ authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close as directed by the Chairman of the meeting.
- A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).