



ADMINISTRATIVE DETAILS

FOR THE FIFTH ANNUAL GENERAL MEETING

Date	:	Thursday, 22 June 2023
Time	:	10.00 a.m.
Meeting Platform	:	ConveneAGM at https://conveneagm.my/alcomagm2023
Broadcast Venue	:	Board Room, R-05-17 (Level 5) Wisma SCland, Emporis Kota Damansara Persiaran Surian, 47810 Petaling Jaya Selangor Darul Ehsan, Malaysia

MODE OF COMMUNICATION

Pose questions to the Board of Directors via real time submission of typed texts at ConveneAGM Meeting Platform at <https://conveneagm.my/alcomagm2023> during live streaming of the Fifth Annual General Meeting (“AGM”).

MODE OF MEETING

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. Shareholders **WILL NOT BE ALLOWED** to attend the Fifth AGM in person at the Broadcast Venue on the day of the meeting.

ENTITLEMENT TO PARTICIPATE, VOTE AND APPOINT PROXY

Only shareholders whose names appear on the Record of Depositors as at **15 June 2023** shall be eligible to attend, ask questions to the Board of Directors via real time submission of typed texts and vote remotely (collectively, “participate”) at the Fifth AGM, or appoint a proxy(ies) and/or the Chairman of the meeting to attend and vote on his/her behalf.

REMOTE PARTICIPATION AND ELECTRONIC VOTING (“RPEV”) FACILITIES

The RPEV facilities is provided by KPMG Management & Risk Consulting Sdn. Bhd. (“KPMG MRC”) via its ConveneAGM Meeting Platform at <https://conveneagm.my/alcomagm2023>. Shareholders (individual/corporate/ authorised nominees/exempt authorised nominees) are to participate remotely at the Fifth AGM using RPEV facilities from ConveneAGM Meeting Platform.

Kindly refer to Procedures for RPEV facilities as set out below for the requirements and procedures.

PROCEDURES FOR RPEV FACILITIES

Shareholders who wish to participate at the Fifth AGM are required to register at Convene AGM Meeting Platform at <https://conveneagm.my/alcomagm2023> from **Thursday, 27 April 2023** until the day of the Fifth AGM on **Thursday, 22 June 2023**. Shareholders are encouraged to register at least 48 hours before the commencement of the Fifth AGM to allow Alcom Group Berhad to verify the shareholder status and to avoid any delay in registration.

Kindly read and follow the procedures below for registration at ConveneAGM Meeting Platform. Alternatively, you may refer to the AGM User Guide at <https://cdn.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf>:

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PROCEDURES FOR RPEV FACILITIES (CONTINUED)

BEFORE THE DAY OF THE FIFTH AGM	
Procedures	Action
(a) Registration for Shareholders and/or Corporate Representatives	<ul style="list-style-type: none"> Go to https://conveneagm.my/alcomagm2023. Select “Register Now” and choose “Register as Shareholder”. Fill out the form with the required information and click to “Submit Registration”. A confirmation will be displayed after a successful registration. Check your registered email. Open the email from AGM@Convene (agmaccounts@conveneagm.com). Select “Verify Your Email”. After the email verification, you will be redirected to create your own personalised password. Upon system verification against the Record of Depositors as at 15 June 2023, you will receive email from AGM@Convene indicating that your registration is approved or rejected. <p><i>Please note that the corporate shareholders who require their corporate representative to participate and vote at the Fifth AGM must deposit their certificate of appointment of corporate representative to KPMG MRC not later than Tuesday, 20 June 2023 at 10.00 a.m.</i></p>
(b) Registration for Proxyholders	<ul style="list-style-type: none"> As Proxy, you will receive an email from AGM@Convene (agmaccounts@conveneagm.com) with your proxy code once you are appointed by your shareholder. Click on the link in the email or go to https://conveneagm.my/alcomagm2023. Select “Register Now” and choose “Register as Proxyholder”. Fill out the form with the required information and click to “Submit Registration”. A confirmation will be displayed after a successful registration. Check your registered email. Open the email from AGM@Convene (agmaccounts@conveneagm.com). Select “Verify Your Email”. After the email verification, you will be redirected to create your own personalised password. <p><i>Please note that in the event the shareholder who appointed you cannot be authenticated against the Record of Depositors as at 15 June 2023, your registration will not be valid.</i></p>
ON THE DAY OF THE FIFTH AGM	
Participation by Shareholders, Proxies and/or Corporate Representatives during AGM	<ul style="list-style-type: none"> Login to https://conveneagm.my/alcomagm2023 Click to start live webcast. Proceed to ask question and/or vote when permissible.

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APPOINTMENT OF PROXY

If you are unable to participate at the Fifth AGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy and indicate the voting instruction in the Proxy Form.

If you wish to participate in the Fifth AGM yourself, please do not submit any Proxy Form for the Fifth AGM. You will not be allowed to participate in the Fifth 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 Fifth AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 20 June 2023 at 10.00 a.m.:**

(i) In hard copy:

Must be deposited at the office of our Administration and Polling Agent, KPMG Management & Risk Consulting Sdn Bhd at Concourse, KPMG Tower, No. 8, First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

(ii) By electronic means:

The proxy form can also be lodged electronically through ConveneAGM Meeting Platform at <https://conveneagm.my/alcomagm2023> or email to support_conveneagm@kpmg.com.my. The steps to submit via ConveneAGM Meeting Platform are summarised below:

- Go to <https://conveneagm.my/alcomagm2023>.
- Select “**Register Now**” and choose “**Register as Shareholder**”.
- Fill out the form with the required information and select “**Submit Registration**”.
- A confirmation will be displayed after a successful registration.
- Check your registered email.
- Open the email from AGM@Convene (agmaccounts@conveneagm.com).
- Select “**Verify Your Email**”.
- After the email verification, you will be redirected to create your own personalised password.
- Sign in to <https://conveneagm.my/alcomagm2023>.
- Select “**Fill Out Proxy Form**”.

If you have submitted your Proxy Form prior to the meeting, and subsequently decide to participate at the Fifth AGM yourself, please write in to support_conveneagm@kpmg.com.my to revoke the appointment of your proxy(ies) at least 48 hours before the Fifth AGM.

Alternatively, you may register for RPEV facilities or appoint another proxy. In such an event, your earlier appointment of proxy shall be revoked. Please advise your proxy accordingly. Follow the steps listed in Procedures for RPEV facilities to register and/or withdraw Proxy Form.

VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Alcom Group Berhad has appointed KPMG MRC as Poll Administrator to conduct the poll by way of electronic voting (“e-voting”). Independent Scrutineers will be appointed to verify and validate the poll results.

During the Fifth AGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

For the purposes of the virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

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VOTING PROCEDURE (CONTINUED)

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the Fifth AGM since the meeting is being conducted on a virtual basis.

SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

The shareholders may submit questions to Alcom Group Berhad in advance via ConveneAGM Meeting Platform at <https://conveneagm.my/alcomagm2023> . The Board of Directors will endeavour to answer the questions received at the Fifth AGM.

For submission of questions during the Fifth AGM, authenticated shareholders, proxies and corporate representatives may submit questions by clicking the “Ask a Question” feature and then input the queries in the text box.

ENQUIRIES

Should you require any assistance on the RPEV facilities, kindly contact KPMG MRC, details as follows:

- (a) For matters relating to proxy processing and eligibility to participate at the Fifth AGM during office hours on Mondays to Fridays (except on public holidays) from 8.30 a.m. to 5.30 p.m.

Email : support_conveneagm@kpmg.com.my
Telephone No. : 603-7721 3109/ 7329/ 7954/ 7780

- (b) For ConveneAGM Meeting Platform Technical Support (available 24/7)

Toll Free No : 1 800 817 240
Email : support@conveneagm.com
Live Chat : Click on the chat icon at the bottom right side of <https://conveneagm.my/alcomagm2023>