



UZMA BERHAD
[Registration No. 200701011861(769866-V)]
(Incorporated in Malaysia)

**ADMINISTRATIVE DETAILS OF THE THIRTEENTH
ANNUAL GENERAL MEETING (“13TH AGM”)**

Meeting Date	:	Wednesday, 16 December 2020
Time	:	10.00 a.m.
Meeting Platform	:	https://web.lumiagm.com/
Mode of Communication	:	i. Submit questions to the Board prior to the 13 th AGM by emailing to communications@uzmagroup.com no later than 5.00 p.m., Monday, 14 December 2020 ii. Pose questions to the Board via real time submission of typed texts at https://web.lumiagm.com/ during live streaming of the 13 th AGM
Broadcast Venue	:	Meeting Room TR12-R02, 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan Malaysia

MODE OF MEETING

In light of the Coronavirus Disease 2019 (COVID-19) outbreak and having regard to the well-being and safety of our Members, the 13th AGM of Uzma Berhad (“the Company”) will be conducted **on a fully virtual basis through live webcast and online remote voting using the Remote Participation and Voting (“RPEV”) Facilities**. This is in line with the *Guidance and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers* issued by the Securities Commission Malaysia on 18 April 2020 and revised on 13 October 2020.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote members’ participation. With the RPEV facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

The Broadcast Venue mentioned above is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman of the meeting shall be at the main venue of the 13th AGM and in accordance with Clause 65 of the Company’s Constitution which allows a meeting of members to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ right to speak and vote at the meeting. **No Members/Proxies/Corporate Representatives from the public shall be physically present nor admitted at the Broadcast Venue on the day of the AGM.**

DIGITAL COPIES OF ANNUAL GENERAL MEETING DOCUMENTS

As part of our dedicated commitment to sustainable practices, please scan the QR code for the following documents of the Company, which are also available in following documents can be downloaded from Bursa Malaysia Securities Berhad and the Company's website at <http://www.uzmagroup.com/uzma-investor-relations.html>:



1. Annual Report 2020
2. Corporate Governance Report 2020
3. Notice of the 13th AGM and Form of Proxy
4. Administrative Details of the 13th AGM
5. Statement to Members in relation to Proposed Renewal of Authority for the Company to purchase its own Ordinary Shares of up to Ten Percent (10%) of Total Number of Issued Shares dated 30 October 2020 ("Statement to Members")



Members of the Company who wish to request for a printed copy of the Annual Report 2020 and/or Statement to Members should submit your request to communications@uzmagroup.com and must provide all the required information accurately, i.e. full name, CDS Account Number, full mailing address and shareholder's mobile number. The Annual Report 2020 and/or Statement to Members will be delivered as soon as reasonably practicable.

PROCEDURES FOR RPEV FACILITIES

Please read and follow the procedures below to engage in RPEV facilities through live webcast and online remote voting at the 13th AGM:

Procedure		Actions
Before the day of the AGM		
1.	Register Online with Boardroom Smart Investor Portal	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none"> a. Access website https://boardroomlimited.my b. Click <<Login>> and click <<Register>> to sign up as a user. c. Complete registration and upload softcopy of MyKAD (for Malaysian) front and back (in JPEG and PNG format) or Passport (for non-Malaysian) (in JPEG and PNG format). d. Please enter a valid email address. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Procedure	Actions
Before the day of the AGM	
2. Submit request for remote participation (Meeting ID, Username and Password)	<p>Registration for remote access will be opened on 19 November 2020. Please note that the closing time to submit your request is at 10.00 a.m. on 14 December 2020.</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://boardroomlimited.my. Select “VIRTUAL MEETING” from main menu and select the correct Corporate Event UZMA BERHAD THIRTEENTH (13TH) VIRTUAL ANNUAL GENERAL MEETING”. Read and agree to the Terms & Conditions. Enter your CDS Account and thereafter submit your request. <p>Corporate Members</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. Please provide a copy of Corporate Representative’s MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. Please provide a copy of Corporate Representative’s MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) as well as his/her email address.
3. Email notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) that your request(s) has been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 7 December 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID, password and login user guide. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date. Please note that the closing date and time to submit your request is by Monday, 14 December 2020 at 10.00 a.m.

Procedure		Actions
On the day of the AGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> • Download the free Lumi AGM application from Apple App Store or Google Play Store; or • Scan the QR Code provided in the email notification; or • Navigate to the website at https://web.lumiagm.com/ <p>c. Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <p>a. If you would like to view the live webcast, select the  broadcast icon.</p> <p>b. If you would like to ask a question during the AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Voting	<p>a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
7.	End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the messaging window will be disabled.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear on the Record of Depositors on 7 December 2020 (General Meeting Record of Depositors) shall be eligible to attend the AGM and/or appoint proxy(ies) to attend, participate and/or vote on his/her behalf.

PROXY AND FORM OF PROXY

In accordance to the Company's Constitution, Members are entitled to vote at the AGM either personally, electronically or by Proxy. As the 13th AGM will be conducted via a virtual meeting, members who are unable to participate in the AGM are encouraged to appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

The appointment of Proxy may be made in hard copy or electronic form as follows:

In hard copy

Members may deposit the duly executed Form of Proxy at the office of our Share Registrar, Boardroom Share Registrars Sdn. Bhd. no later than 10.00 a.m., Monday, 14 December 2020.

In electronic form

The Form of Proxy may be submitted:

- i. electronic means through Boardroom Smart Investor Portal at <https://www.boardroomlimited.my/> (for individual members only); or
- ii. via e-mail to bsr.helpdesk@boardroomlimited.com

before the Form of Proxy lodgement cut-off time as mentioned above. You may download the Form of Proxy for the AGM from our website at <http://www.uzmagroup.com/>.

REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the AGM.

VOTING PROCEDURE

- In accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the virtual AGM will be conducted by poll. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and Boardroom Corporate Services Sdn. Bhd. as the Scrutinisers to verify the poll results.
- During the virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- For the purpose of this AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.
- The 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 each Resolution.
- The Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

NO FOOD PACKS, VOUCHERS AND DOOR GIFTS

To ensure social and physical distancing and as a measure to reduce crowds in accordance with the COVID-19 guidelines issued by Ministry of Health, there will be no distribution of food packs, vouchers and door gifts at the AGM.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Members may submit questions to the Board in advance of the 13th AGM by emailing to communications@uzmagroup.com no later than 5.00 p.m., Monday, 14 December 2020. The Board will endeavor to answer the questions received at the AGM.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):

Uzma Berhad

Address :
Uzma Tower
No. 2, Jalan PJU 8/8A
Damansara Perdana
47820 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : +603-7611 4000
Fax Number : +603-76114100
Email : communications@uzmagroup.com

Boardroom Share Registrars Sdn. Bhd.

Address :
11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : +603-7890 4700
Fax Number : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA PRIVACY

By registering for the remote participation and electronic voting meeting and/or submitting an instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.