



UWC BERHAD

Registration No. 201801012223 (1274239-A)

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE OF EXTRAORDINARY GENERAL MEETING (“EGM”)

Day & Date : Monday, 11 January 2021
Time : 3.30 p.m. or immediately after the conclusion or adjournment (as the case may be) of the Third Annual General Meeting of UWC Berhad (“**UWC**” or “**the Company**”) (“**3rd AGM**”), to be held at the same venue and on the same day at 2.30 p.m., whichever is the later
Venue : Sri Mas Ballroom, Level 4, Bayview Hotel Georgetown Penang, 25A Farquhar Street, 10200 George Town, Penang

Dear valued members of UWC

In view of the COVID-19 pandemic, your safety remains our utmost priority. The Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of all participants during the EGM as well as to comply with the Government and/or authorities directives and guidelines on public gatherings and events which may be issued from time to time.

The EGM of the Company would be conducted in accordance with the General Operating Procedures to Government and Private Sector (“**General SOP**”) issued by the Malaysian National Security Council as revised on 6 August 2020 and the revised “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” (“**the Guideline**”) issued by the Securities Commission of Malaysia on 18 April 2020 and revised on 13 October 2020. In view of the foregoing, the Company wishes to advise members/proxies/corporate representatives/attorneys who wish to attend the EGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**Share Registrar**”, “**Tricor**”, or “**TIIH**”), via the **TIIH Online** website at <https://tiih.online> no later than **Saturday, 9 January 2021 at 3.30 p.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this EGM.

MEASURES TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the evolving COVID-19 situation, the following steps will be taken for participants who will be attending the EGM in order to minimise the risk of spreading the COVID-19 virus:

TEMPERATURE CHECKS, HEALTH DECLARATION FORM AND FACE MASK

- (1) All persons attending will be required to undergo a temperature check and sign a health declaration form to provide their respective travel history on whether during the last 14 days prior to the EGM, he/she has been travelling overseas or any red zone areas in Malaysia. The health declaration form will also be used for the purpose of contact tracing, if required.
- (2) Any person who had recent travel history as mentioned in (1) above during the said 14 days period prior to the EGM or had been in contact with a suspected or confirmed COVID-19 patient during the 14 days period prior to the EGM, irrespective of nationality, will not be permitted to attend the EGM.
- (3) Any person with a body temperature of more than 37.5°C and/or exhibit flu-like symptoms will not be allowed to attend the EGM. Participants who are feeling unwell are strongly advised not to attend the EGM.
- (4) All persons must practice proper hygiene including the use of hand sanitisers provided by the Company and are required to wear a face mask at all time.

SOCIAL DISTANCING AND SEATING ARRANGEMENT

(5) To enhance social distancing measures, the seats allocated for participants at the EGM venue will be maintained at a certain distance from one another as per the guidelines and/or standing operations procedure provided by the relevant governmental and/or health authorities.

INDIVIDUAL MEMBERS

(6) All members who intend to attend the EGM in person **ARE REQUIRED TO PRE-REGISTER** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by **Saturday, 9 January 2021 at 3.30 p.m.** Kindly refer to the Pre-Register procedures below.

(7) Members who are unable to attend the EGM and who wish to exercise their votes are encouraged to appoint the Chairman of the meeting to vote on your behalf by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

CORPORATE MEMBERS

(8) Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the EGM must deposit their original or duly certified certificate of appointment of corporate representative to Tricor no later than **Saturday, 9 January 2021 at 3.30 p.m.**

(9) Attorneys appointed by power of attorney are required to deposit their power of attorney to Tricor no later than **Saturday, 9 January 2021 at 3.30 p.m.** to attend and vote at the EGM.

(10) **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the EGM must request his/her proxy/attorney/corporate representative to submit their Pre-Register at TIIH Online website at <https://tiih.online>.**

(11) If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the EGM, you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

PRE-REGISTRATION BEFORE EGM

(12) In order to assist the Company in managing the turnout for the EGM and to ensure compliance with the directives or guidelines on public gathering/event issued by the Malaysian Government and other relevant authorities. The Company reserves the right to limit the number of participants to the EGM. Members/proxies/corporate representatives/attorneys who wish to attend in person must pre-register with the Company's Share Registrar by following the requirements and procedures as summarised as below:-

| Procedure | | Action |
|-----------------------|--|---|
| BEFORE EGM DAY | | |
| (a) | 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". 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online. |
| (b) | Submit your PRE-REGISTER to attend EGM | <ul style="list-style-type: none">Registration is open from 10.00 a.m. Monday, 21 December 2020 up to 3.30 p.m. Saturday, 9 January 2021.Login with your user ID and password and select the corporate event: "(REGISTRATION) UWC EGM 2021".Read and agree to the Terms & Conditions and confirm the Declaration.Insert the CDS account number and indicate the number of shares.Submit to register your physical attendance.System will send an e-mail to notify that your registration to attend the EGM physically is received and will be verified.After verification of your registration against the General Meeting Record of Depositors as at 31 December 2020, the system will send you an e-mail to notify if your registration is approved or rejected. |

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the EGM of the Company, in accordance with the guidelines and/or standing operating procedure issued by the Malaysian Government and other relevant authorities in order to minimise any risk to members and others attending the EGM. The Company would like to thank all participants for their patience and co-operation in enabling us to hold our EGM with the optimum safe distancing measures amidst the COVID-19 pandemic. The Company may make necessary changes to the arrangements of the EGM at short notice. Do refer the Company's website at www.uwcberhad.com.my and Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com for the latest updates on the status of the EGM from time to time.

REGISTRATION ON THE DAY OF EGM

- (13) Registration will commence at 1.15 p.m. and shall remain open until the conclusion of the EGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.
- (14) Please present your original National Registration Identity Card (NRIC) or Passport (for foreign member) to the registration staff for verification. Please ensure you collect your NRIC or Passport immediately after registration.
- (15) Upon verification and registration:
 - (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - (b) if you are attending the EGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - (c) no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
- (16) Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
- (17) The registration counters will only handle verification of identity, registration and revocation of proxy/ proxies. If you have other queries, please proceed to the Help Desk.

NO DOOR GIFTS / REFRESHMENT

- (18) To ensure physical distancing and to reduce the number of crowds at the meeting, there will be no door gift, food or beverage served at the EGM.

PARKING (IS NOT SUBSIDISED)

- (19) A flat parking fee will be charged subject to the hotel validation.

MEETING

- (20) The meeting will start promptly at 3.30 p.m. or immediately after the conclusion or adjournment (as the case may be) of the Company's 3rd AGM, to be held at the same venue and on the same day at 2.30 p.m., whichever is the later. Members are reminded to be punctual.

GENERAL MEETING RECORD OF DEPOSITORS

- (21) For the purpose of determining who shall be entitled to attend the EGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **31 December 2020** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

PROXY

- (22) A member entitled to attend and vote in the meeting is allowed to appoint proxy. If you are unable to attend the meeting and wish to appoint a proxy or Chairman of the meeting to attend and vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
- (23) You may submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Saturday, 9 January 2021 at 3.30 p.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

(24) Otherwise, you may also submit your Proxy Form to Tricor by fax at 03-2783 9222 or email to is.enquiry@my.tricorglobal.com. However, please ensure that the **Original Proxy Form** is deposited at Tricor's Office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

(25) The Proxy Form is not required if you are attending the meeting.

(26) If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the Registration Counter to revoke the appointment of your proxy.

ELECTRONIC LODGEMENT OF PROXY FORM

(27) The procedures to lodge your Proxy Form electronically via Tricor's TIIH Online website are summarised as below:

| Procedure | Action |
|---|---|
| (a) 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 do 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. |
| (b) Proceed with submission of Proxy Form | <ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "UWC EGM 2021 - Submission of Proxy Form". Read and agree to the Terms & 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(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print Proxy Form for your record. |

MOBILE DEVICES

(28) Please ensure that all mobile devices such as phones/pagers/other sound emitting devices are switched off or put on silent mode during the EGM to ensure smooth and uninterrupted proceedings. Any recording of the proceedings, either vocal or audio visual, is strictly prohibited.

NON-SMOKING POLICY

(29) Smoking is prohibited in the meeting hall. Your cooperation is much appreciated.

PERSONAL BELONGINGS

(30) Please be reminded to take care of your personal belongings as the Company will not be responsible for any lost items that has gone missing resulted in any monetary losses.

CIRCULAR

(31) The Circular for Proposed Bonus Issue is available on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com under the Company Announcement of UWC Berhad and the Company's website at www.uwcberhad.com.my. Limited hardcopies are available at the registration counter and will be given on a first come first served basis.

ENQUIRIES

(32) If you have any enquiry prior to the EGM, please contact the following persons of our Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact Persons : Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com
: Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com
: Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com

PERSONAL DATA POLICY

By submitting the duly executed proxy form, the member and his/her proxy consent to the Company and/or its agents/service providers to collect, use and disclose the personal data therein in accordance with the Personal Data Protection Act 2010, for the purpose of the EGM of the Company and any adjournment thereof.

The Company and its subsidiaries, their officers and employees shall have no liability whatsoever to any and all members, their proxies, corporate representatives or any other party arising out of or in connection with any of them being infected or suspected of being infected with COVID-19 and/or suffering any losses arising out of or in connection with attendance at the EGM and/ or measures undertaken by the Company in the Company's sole discretion in response to the COVID-19 pandemic.

