

NOTICE IS HEREBY GIVEN THAT the Fifth ("5 <sup>ar</sup> ") Annual General Meeting ("AGM") of BCM Alliance Berhad ("BCM" or "the Company") will be held at Eugenia Baliroom, G Floor, Palm Garden Club IOI Resort City, 62502 Putrajaya, Selangor, Malaysia on Monday, 17 August 2020 at 10.00 a.m. or at any adjournment thereo for the following purposes:	
AGENDA As Ordinary Business	Having considered the current economic climate arising from the global Covid-19 pandemic and future financial needs of the Group, the Board would like to procure approval for the 20% General Mandate, inclusive of the Extended Utilisation Period, pursuant to Section 76(4) of the Act, from its shareholders at the
To receive the Audited Financial Statements for the financial year ended 31 December 2019 together with the Reports of the Directors and Auditors thereon.     To approve the payment of a final single-tier dividend of 0.10 sen per ordinary share for the financial year ended 31 December 2019.     To approve the payment of Directors' fees and other benefits of up to RM260,000 to be divided amongst the Directors in such manner as the Directors may determine from the conclusion of the 5 <sup>th</sup> AGM until the conclusion of the next AGM of the Company.     Ordinary Resolution 2	The purpose to seek the 20% General Mandate is to enable the Directors of the Company to issue and allot shares at any time to such persons in their absolute discretion without convening a general meeting as it would be both time and cost-consuming to organise a general meeting merely for such purpose. The 20% General Mandate will provide flexibility to the Company for any possible fund raising activities, including but not limited to further placing of shares, for purpose of funding its business plans, future investment project(s), working capital and/or acquisitions.
4. To re-elect the following Directors who are retiring by rotation in accordance with Clause 105(1) of the Company's Constitution and being eligible offer, have each offered themselves for re-election:	The 20% General Mandate, unless revoked or varied by the Company in general meeting, will expire at the end of the Extended Utilisation Period, i.e. by 31 December 2021. The Board of Directors of the Company, after due consideration, is of the opinion that in the face of unprecedented challenges to the Company brought by
i)         Koh Lap Hing         Ordinary Resolution :           ii)         Liaw Chong Lin         Ordinary Resolution :           iii)         Hew Chun Shun         Ordinary Resolution :	costs as compared to bank borrowings, thereby allowing the Company to preserve its cash flow and achieve a more optimal capital structure. Any funds raised from this 20% General Mandate is expected be used as working capital to finance day-to-day operational expenses, on-going projects or future projects.
<ol> <li>To re-appoint Messrs. UHY as Auditors of the Company until the conclusion of the next AGM and to authorise Directors to fix their Ordinary Resolution to remuneration.</li> <li>As Special Business:</li> </ol>	investments to ensure the long-term sustainability of the Company. The Board, having considered the current and prospective financial position, needs and capacity of the Company, is of the opinion that the 20% General Mandate is in the best interest of the Company and its shareholders.
To consider and, if thought fit, to pass with or without modifications the following resolutions: - 6. AUTHORITY TO ALLOT SHARES PURSUANT TO SECTION 75 AND SECTION 76 OF THE COMPANIES ACT, 2016 Ordinary Resolution 7	4. Special Resolution 1: Proposed Amendments to the Constitution of the Company The Proposed Amendments to the Constitution of the Company is primarily to provide further clarify on certain terms of the Constitution and provide more
THAT subject to the Companies Act, 2016 ("the Act"), the Constitution of the Company, the ACE Market Listing Requirements ("AMLR") of Bursa Malaysia Securities Berhad ("Bursa Securities"), Additional Temporary Relief Measures to Listed Corporations	are set out in the Appendix A, which is enclosed together with the Notice of 5 <sup>th</sup> AGM dated 7 July 2020.
for COVID-19, issued by Bursa Securities on 16 April 2020 and subject to the approvals of the relevant governmental/regulatory authorities, the Directors be and are hereby authorised and empowered pursuant to Sections 75 and 76 of the Act, to issue and allot shares in the Company, at any time to such persons and upon such terms and conditions and for such purposes as the Directors	STATEMENT ACCOMPANYING THE NOTICE OF ANNUAL GENERAL MEETING (Pursuant to Rule 8.29(2) of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad) As at date of this notice, there are no individuals who are standing for election as Directors (excluding the above Directors who are standing for re-election) at the
may, in their absolute discretion deem fit, provided that the aggregate number of shares to be issued pursuant to this resolution does not exceed twenty per centum (20%) of the total number of issued shares of the Company (excluding treasury shares) at any point in time ("20% General Mandate"), AND THAT the Directors be and are hereby also empowered to obtain approval from the Bursa	5 <sup>th</sup> AGM of the Company. The Company will seek shareholders' approval on the general meeting for issue of securities in accordance with Rule 6.04(3) of the AMLR of Bursa Securities. Please refer to the Proposed Ordinary Resolution 7 as stated in the Notice of the 5 <sup>th</sup> AGM of the Company for details.
Securities for the listing and quotation of the additional shares so issued pursuant to the 20% General Mandate on Bursa Securities; AND THAT such authority shall commence immediately upon the passing of this resolution and continue to be in force until 31	APPENDIX A
December 2021, as empowered by Bursa Securities pursuant to their letter dated 16 April 2020 to grant additional temporary relief measures to listed corporations, notwithstanding Section 76(3) of the Act, duly varied and adopted by the Directors of the Company pursuant to Section 76(4) of the Act."	Proposed Amendments to the Constitution of the Company The existing Constitution is to be amended by way of alterations, modifications, deletions and/or additions, where necessary, to reflect the proposed amendments thereto. The affected provisions of the existing Clauses are reproduced below with the proposed amendments highlighted alongside the respective Clauses:
7. PROPOSED AMENDMENTS TO THE CONSTITUTION OF THE COMPANY Special Resolution : "THAT the proposed amendments to the Constitution of the Company as set out in Appendix A, which is enclosed together with	Clause No. Existing Clause Clause No. Proposed Clause
the Notice of 5 <sup>th</sup> AGM dated 7 July 2020, be approved and adopted AND THAT the Directors and/or Secretary of the Company be authorised to take all steps as are necessary and expedient in order to implement, finalise and give full effect to the said proposed amendment for and on behalf of the Company. <sup>*</sup>	<ul> <li>62 The Company may alter its share capital by passing a special resolution to:</li> <li>(a) consolidate and divide all or any of its share capital,</li> <li>(a) consolidate and divide all or any of its share capital, the</li> </ul>
<ol> <li>To transact any other business of which due notice shall have been given in accordance with the Companies Act 2016 and the Company's Constitution.</li> </ol>	the proportion between the amount paid and the amount, if any, unpaid on each subdivided share, shall unpaid on each subdivided share, shall be the same as it was in the case of the share from the shar
NOTICE OF DIVIDEND ENTITLEMENT AND PAYMENT NOTICE IS HEREBY GIVEN THAT subject to the approval of the shareholders at the 5th AGM of the Company, a final single-tier dividend of 0.10 sen per ordinar share for the financial year ended 31 December 2019 will be paid to the shareholders on 15 September 2020. The entitlement date for the said dividend shall be	which the subdivided share is derived; (b) convert all or any of its paid-up shares into stock and (b) subdivide its shares or any of the shares, whatever is in the
A depositor shall qualify for entitlement to the said dividend only in respect of:-	(c) subdivide its shares or any of the shares, whatever is in the subdivision, the proportions between the the same as it was in the case of the share from which the
Shares transferred into the Depositor's Securities Account before 4.30 p.m. on 19 August 2020 in respect of ordinary transfers; and Shares bought on Bursa Securities on a cum entitlement basis according to the Rules of the Bursa Securities.	amount paid and the amount, if any, unpaid on each subdivided share shall be the same as it was in the case of the share from which the subdivided share is case of the share from which the subdivided share is the subdivided share is derived; or (c) cancel any shares, which at the date of the passing of the resolution, which have been forfeited, and diminish the amount
By Order of the Board,	derived; or (d) cancel any shares, which at the date of the passing of the resolution, which have been forfeited, and
Tan Tong Lang (MAICSA 7045482 / SSM PC No. 201908002253) Thien Lee Mee (LS0009760 / SSM PC No. 201908002254) Company Secretaries	diminish the amount of its shares capital by the amount of the shares so cancelled.
Kuala Lumpur 7 July 2020	100         The instrument appointing a proxy and the power of attorney, or other authority (if any) under which it is signed, or a certified copy of such power or authority by a notary         The instrument appointing a proxy and the power of attorney, or other authority (if any) under which it is signed, or a certified copy of such power or authority by a notary
IMPORTANT NOTICE 1. The Board of Directors ("Board") is cognisant of the Covid-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The	public shall be deposited at the Office or at such other place within Malaysia, as is specific for that purpose in the notice convening the meeting, not less than forty-eight (48) purpose in the notice convening the meeting, not less than forty-
health and safety of the Company's shareholders, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing the Company wishes to advise shareholders that necessary steps and measures will be undertaken in holding the Company's 5 <sup>th</sup> AGM. In view of the Covid-19 pandemic and further to the revised "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the	or adjourned meeting at which the person named in the instrument, proposes to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in the case of a poll, not propose to vote or, in
Securities Commission on 24 June 2020, members/proxies/corporate representatives who wish to attend the 5th AGM 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	for the taking of the poll, and in default, the instrument of proxy shall not be treated as valid, PROVIDED ALWAYS that the Company may by written notice
website at <a href="https://tilh.online">https://tilh.online</a> no later than Saturday, 15 August 2020 at 10.00 a.m. Please follow the PRE-REGISTER Procedures in the Administrative Details for the 5 <sup>th</sup> AGM. 2. A member of a Company shall be entitled to appoint another person as his proxy to exercise all or any of his rights to attend, participate, speak and vote	lodgement of the above instrument appointing a proxy and the power of attorney or other authority.
at meeting of members of the Company. A member may appoint more than one (1) proxy in relation to a meeting, provided that the member specifies the proportion of the member's shareholdings to be represented by each proxy. A proxy may but need not be a member of the Company. 3. Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act, 1991 ("SICDA"), it may appoint	190 A notice or other document if served by the Company or 190 (1) A notice or other document may also be served by the Company or the Secretary on any Director in hardcopy, in electronic
not more than two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.	Notices given in hard copy shall be sent to the Director personally or by post to the address supplied by the personally or by post to the address supplied by the personally or by post to the address supplied by the personally or by post to the address supplied by the personal of the a
4. For a member of the Company who is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1 securities account "formibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each ownibus account it holds, an exempt authorised nominee refers to an authorised nominee defined under SICDA which is exempted from compliance with the company of the COM and the COM a	transmitting to the electronic address provided by the Director for such purpose. to the electronic address provided by the Director for such purpose.
<ul> <li>provisions of subsection 25A(1) of SICDA.</li> <li>Where a member or the authorised nominee appoints more than two (2) proxies, or where an exempt authorised nominee appoints more than one (1) proxies, in respect of each omnibus account to attend and vote at the same meeting, the appointments shall be invalid unless the proportion of shareholdings to be</li> </ul>	or by sending it through the post in a prepaid letter or
<ol> <li>represented by each proxy is specified in the instrument appointing the proxies.</li> <li>The instrument appointing a proxy shall be in writing signed by the appointor or by his attorney who is authorised in writing. In the case of a corporation, the instrument appointing proxy(sies) must be made either under its common seal or signed by an officer or an attorney duly authorised.</li> </ol>	e wrapper addressed to such Member at his registered address entered in the Register of Members or Record of Depositors;
7. A member who has appointed a proxy or attorney or corporate representative to attend and vote at the 5 <sup>th</sup> AGM must request his/her proxy or attorney or corporate representative to PRE-REGISTER at TIIH Online website at <u>https://tiu.online</u> no later than Saturday, 15 August 2020 at 10.00 a.m. Please follow the Pre-Register Procedures in the Administrative Details for the 5 <sup>th</sup> AGM.	r (ii) publishing on a website of the Company provided that a notification of the publication of the notice or document on the website via hard copy or electronic mail or short
8. The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the 5 <sup>th</sup> AGM or adjourned general meeting at which the person named in the appointmen proposes to vote:	messaging service has been given in accordance with
(i) In hard copy form (i) In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the Company's Share Registrar at Tricor Investor & Issuing House	maintained by the Company or third parties that can host the information in a secure manner for access by the
Services Sdn Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, o alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur Malaysia.	or making available of the notice or document on such
(ii) By electronic form The Proxy Form can be electronically lodged via TIIH Online website at https://tiih.online (applicable to individual member only). Kindly refer to the Administrative	given to the Members accordingly. (3) The contact details of the Members as provided to the
Details on the procedure for electronic lodgement of proxy form via TIIH Online. 9. Please ensure ALL the particulars as required in the Proxy Form are completed, signed and dated accordingly. 10. Last date and time for lodging the form of proxy is <b>Saturday</b> , <b>15 August 2020 at 10.00 a.m</b> .	Depository shall be deemed as the last known registered address, mail address and address and contact number provided by the Members to the Company for purposes of communication
<ol> <li>Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Company's Share Registrar at Tricor Investo &amp; Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuali</li> </ol>	Company to a Member:
Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the 5th AGM or adjourned general meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in	(i) where the holde of document is sent in hard copy in by
accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed. 12. For a corporate member who has appointed an authorised representative, please deposit the <b>ORIGINAL</b> certificate of appointment of authorised representativw with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3	providing service by post, a letter from the Secretary certifying that the letter, envelope or wrapper containing
Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia. The certificate of appointment of authorised representative should be executed in the following manner:	to the Member shall be sufficient to prove that the letter,
(i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.	e means: - via electronic mail, at the time of transmission to a
<ul> <li>(ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:</li> <li>(a) at least two (2) authorised officers, of whom one shall be a director; or</li> </ul>	Company has record of the electronic mail being sent and that no written notification of delivery failure
<ul> <li>(b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.</li> <li>13. For the purpose of determining who shall be entitled to participate in this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make</li> </ul>	
available to the Company, the Record of Depositors as at 10 August 2020. Only a member whose name appears on this Record of Depositors shall be entitled to participate in this 5th AGM or appoint proxies to attend and vote in his stead. 14. Pursuant to Rule 8.31A of the AMLR of Bursa Securities, all resolutions set out in this Notice will be put to vote by way of poll.	on the Company's website, provided that the notification on the publication of notice or document on website has been given pursuant to this Clause;
Explanatory Notes to the Agenda: 1. Audited Financial Statements for the Financial Year Ended 31 December 2019	or - via electronic communication platform maintained
The Agenda item is meant for discussion only as Section 340(1) (a) of the Act does not require a formal approval of the shareholders for the Audited Financia Statements. Hence, this Agenda item is not put forward for voting.	by the Company or third parties, on the date the notice or document is first made available thereon provided the notification on the publication or making available of the notice or document on the
2. Ordinary Resolution 2: To approve the payment of Directors' fees and other benefits Pursuant to Section 230(1) of the Act, fees and benefits payable to the Directors of public company or a listed company and its subsidiaries shall be approved by shareholders at a general meeting. The Directors' benefits payable comprises of meeting attendance allowances and other claimable benefits.	relevant electronic platform has been given pursuant to this Clause.
In determining the estimated total amount of Directors' benefits, the Board has considered various factors, among others, the estimated claimable benefits and estimated number of meetings for the Board and Board Committees held for the period commencing from the conclusion of the 5 <sup>th</sup> AGM until the next AGM of the Commany.	f pursuant to this clause is unsuccessful, the Company must, within two (2) market days from discovery of
In the event the proposed amount is insufficient (e.g. due to more meetings or enlarged Board size), approval will be sought at the next AGM for additional feet to meet the shortfall.	delivery failure make alternative arrangements for
<ol> <li>Authority to Allot Shares Pursuant to Section 75 and Section 76 of the Act The Ordinary Resolution 7, if passed, is a renewal of the general mandate and empowered the Directors of the Company pursuant to Sections 75 and 76 of the Act to issue and allot new shares in the Company ("General Mandate").</li> </ol>	(5) Where the Company provides its electronic address in a
The Company had obtained the mandate from the shareholders at the last AGM held on 26 June 2019 ("Previous Mandate"). As at the date of this Notice, no new shares in the Company were issued pursuant to the Previous Mandate and accordingly, no proceeds were raised.	
As part of the initiative from Bursa Malaysia Securities Berhad ("Bursa Securities") has via their letter dated 16 April 2020 granted several additional temporan	

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# BCM ALLIANCE BERHAD [Registration No. 201501009903 (1135238-U)] (Incorporated in Malaysia)

# ADMINISTRATIVE DETAILS FOR FIFTH ANNUAL GENERAL MEETING ("5<sup>th</sup> AGM")

## 5<sup>th</sup> AGM OF BCM ALLIANCE BERHAD

Date	:	Monday, 17 August 2020
Time	:	10.00 a.m.
Venue of Meeting	:	Eugenia Ballroom, G Floor, Palm Garden Club IOI Resort City, 62502
		Putrajaya, Selangor, Malaysia

#### COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES

The Board of Directors ("Board") is cognisant of the Covid-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company's members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company's Fifth Annual General Meeting ("5<sup>th</sup> AGM"):

 In view of the Covid-19 pandemic and further to the revised "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission on 24 June 2020, members/proxies/corporate representatives who wish to attend the 5<sup>th</sup> AGM 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 <u>https://tiih.online</u> no later than Saturday, 15 August 2020 at 10.00 a.m. to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

#### 2. OTHER IMPORTANT INFORMATION

- If any of the members/proxies/corporate representatives ("Persons") have travelled overseas to China (including mainland China, SAR Hong Kong, SAR Macau and Taiwan), Italy, Iran, Korea, Japan and other affected countries in the past 14 days or if a Person is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the 5<sup>th</sup> AGM.
- Generally, any Persons who:
  - (a) feel unwell before the AGM; or
  - (b) have been placed on quarantine orders or stay-at-home notices; or
  - (c) have a travel history to certain countries/regions in the specified period preceding the AGM, as announced by the Ministry of Health, must not attend the 5<sup>th</sup> AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the 5<sup>th</sup> AGM.

- For Persons who are physically attending the 5<sup>th</sup> AGM, temperature screening on each Person will be taken during registration and the Persons will be required provide their travel history and contact details (to facilitate contact tracing, if required) before entering the venue of the 5<sup>th</sup> AGM.
- As a precautionary measure, the Company reserves the right to deny any Persons with body temperature of above 37.5°C entry into the AGM venue.
- Any Persons attending the 5<sup>th</sup> AGM physically should wear a face mask in advance and throughout the 5<sup>th</sup> AGM and practice proper self-sanitisation, including the use of hand sanitisers.

# 3. INDIVIDUAL MEMBERS

• All Members who intend to attend the 5<sup>th</sup> AGM in person **ARE REQUIRED TO PRE-REGISTER** with Tricor via **TIIH Online** website (<u>https://tiih.online</u>) latest by **Saturday, 15 August 2020** at **10.00 a.m**. Kindly refer to the procedures below.

Members who are unable to attend the 5<sup>th</sup> AGM and who wished to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on your behalf by indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

# 4. <u>CORPORATE MEMBERS</u>

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 5<sup>th</sup> AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than Saturday, 15 August 2020 at 10.00 a.m.
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than Saturday, 15 August 2020 at 10.00 a.m. to attend and vote at the 5<sup>th</sup> AGM.
- A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 5<sup>th</sup> AGM is required to request his/her proxy/attorney/corporate representative to PRE-REGISTER at TIIH Online website at <u>https://tiih.online</u>.
- If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 5<sup>th</sup> AGM 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.

## 5. PRE-REGISTER PROCEDURES

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 5<sup>th</sup> AGM are to follow the requirements and procedures as summarised below:

	Procedure	Action	
BEFOR	BEFORE AGM DAY		
(a)	Register as a user with TIIH Online	• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a> . 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 <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.	
	Pre-register your attendance to attend	• Registration is open from 10.00 a.m. Tuesday, 7 July 2020 up to 10.00 a.m. Saturday, 15 August 2020.	
	AGM	<ul> <li>Login with your user ID and password and select the corporate event: "(REGISTRATION) BCM ALLIANCE 5TH AGM".</li> </ul>	
		• Read and agree to the Terms & Conditions and confirm the Declaration.	
		• Select "Register for Physical Attendance at Meeting Venue".	
		Review your registration and proceed to register.	
		• System will send an <b>e-mail to notify</b> that your registration for Physical Attendance at Meeting Venue is received and will be verified.	
		After verification of your registration against the General Meeting Record of Depositors as at <b>10 August 2020</b> , the system will send you an <b>e-mail to notify</b> if your registration is approved or rejected to attend physically at the Meeting Venue.	

## 6. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the 5<sup>th</sup> AGM in order to ensure social distancing and as a measure to reduce crowds in accordance with the Covid-19 guidelines by the Ministry of Health.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

# 7. <u>GENERAL MEETING RECORD OF DEPOSITORS ("ROD")</u>

Please note that only a depositor whose name appears on the ROD as at **10 August 2020** shall be entitled to attend, speak and vote at the 5<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

# 8. <u>PROXY</u>

- If you are unable to attend the meeting on 17 August 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- You may also submit the Proxy Form electronically via **TIIH Online** website at <u>https://tiih.online</u> no later than **Saturday, 15 August 2020** at **10.00 a.m**. Please do read and follow the procedures to submit Proxy Form electronically below.
- You may submit your Proxy Form to Tricor by fax at 03-2783 9222 or e-mail to <u>is.enquiry@my.tricorglobal.com</u>. 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, the Customer Service Centre 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 5<sup>th</sup> AGM or any adjournment thereof, <u>otherwise the Proxy Form shall not be treated as valid</u>.

## 9. ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
(a)	Register as a User with TIIH Online	<ul> <li>Using your computer, please access the website at <u>https://tiih.online</u>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> </ul>
		<ul> <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	• 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: "BCM ALLIANCE 5TH AGM - Submission of Proxy Form".
		• Read and agree to the Terms & Conditions and confirm the Declaration.
		<ul> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> </ul>
		• 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.

#### 10. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 5<sup>th</sup> AGM via Tricor's **TIIH Online** website at <u>https://tiih.online</u> by selecting "e-Services" to login, pose questions and submit electronically no later than **Saturday**, **15** August **2020** at **10.00 a.m**. The Board will endeavor to answer the questions received at the 5<sup>th</sup> AGM.

## 11. POLL VOTING

- The Voting at the 5<sup>th</sup> AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements ("AMLR") of Bursa Securities.
- During this AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- Upon completion of the voting session for the 5<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### 12. ANNUAL REPORT 2019

- The Company's Annual Report 2019 is available at the Company's website at http://www.bcmalliance.com.my/reports/annual-reports.php
- You may request for a printed copy of the Annual Report 2019 at <a href="https://tiih.online">https://tiih.online</a> by selecting "Request for Annual Report / Circular" under the "Investor Services". Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## 13. <u>REGISTRATION</u>

- 1. Registration will start at 8.45 a.m. in Eugenia Ballroom, G Floor, Palm Garden Club IOI Resort City, 62502 Putrajaya, Selangor, Malaysia
- 2. Please present your original MyKad/passport to the registration staff for verification.
- 3. Upon verification, you are required to write your name, mobile contact and sign the Attendance List placed on the registration table.
- 4. You will be given an identification wristband for the purpose of voting at this AGM.

- 5. You must wear the identification wristband throughout the AGM as no person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
- 6. If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.
- 7. No person will be allowed to register on behalf of another person even with the original Mykad/passport of the other person.

## 14. <u>HELP DESK</u>

- 1. Please proceed to the Help Desk for any clarification or queries apart from registration details.
- 2. The Help Desk will also handle revocation of proxy's appointment.

#### 15. <u>RECORDING OR PHOTOGRAPHY</u>

Strictly **NO** unauthorised recording or photography of the proceedings of the 5<sup>th</sup> AGM is allowed.

#### 16. ENQUIRY

If you have any enquiries prior to the meeting, please contact the following persons 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.

Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia

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