



BCM ALLIANCE BERHAD

[Registration No. 201501009903 (1135238-U)]

(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR FIFTH ANNUAL GENERAL MEETING (“5th AGM”)

5th 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 (“5th AGM”):

1. 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 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** website at <https://tiih.online> 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 5th 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 5th 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 5th AGM.

- For Persons who are physically attending the 5th 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 5th 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 5th AGM physically should wear a face mask in advance and throughout the 5th AGM and practice proper self-sanitisation, including the use of hand sanitisers.

3. **INDIVIDUAL MEMBERS**

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

Members who are unable to attend the 5th 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. **CORPORATE MEMBERS**

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 5th 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 5th AGM.
- **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 5th AGM is required to request his/her proxy/attorney/corporate representative to PRE-REGISTER at TIIH Online website at <https://tiih.online>.**
- If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 5th 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 5th AGM are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE AGM 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)	Pre-register your attendance to attend AGM	<ul style="list-style-type: none">Registration is open from 10.00 a.m. Tuesday, 7 July 2020 up to 10.00 a.m. Saturday, 15 August 2020.Login with your user ID and password and select the corporate event: “(REGISTRATION) BCM ALLIANCE 5TH AGM”.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 e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified. <p>After verification of your registration against the General Meeting Record of Depositors as at 10 August 2020, the system will send you an e-mail to notify if your registration is approved or rejected to attend physically at the Meeting Venue.</p>

6. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the 5th 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. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

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 5th AGM or appoint proxies to attend and/or vote on his/her behalf.

8. PROXY

- 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 <https://tiih.online> 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 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, 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 5th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

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 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: “BCM ALLIANCE 5TH AGM - 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.

		<ul style="list-style-type: none"> • 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 5th AGM via Tricor’s **TIIH Online** website at <https://tiih.online> 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 5th AGM.

11. POLL VOTING

- The Voting at the 5th 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 5th 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 <https://tiih.online> 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. REGISTRATION

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. HELP DESK

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. RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 5th 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 : 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