



TOTAL CUSTOMER DELIGHT

SCICOM (MSC) BERHAD (200201029763) (597426-H)
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF MEETING FOR THE EIGHTEENTH ANNUAL GENERAL MEETING OF SCICOM (MSC) BERHAD (“SCICOM”)

On 27 October 2020, SCICOM announced its Notice of the Eighteenth Annual General Meeting (“18th AGM”) scheduled to be held physically on Friday, 27 November 2020 at Banyan, Casuarina and Dillenia, Ground Floor, Sime Darby Convention Centre, 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia at 10.00 a.m.

In light of the extension of the Conditional Movement Control Order until 6 December 2020, the mode of the 18th AGM will now be changed to be held **FULLY VIRTUAL** through live streaming from the Broadcast Venue as set out below and online remote voting using the Remote Participation and Voting Facilities (“RPV”). Other details of the 18th AGM shall remain unchanged.

Date & Time : 27 November 2020 at 10.00 a.m.
Broadcast Venue : Scicom (MSC) Berhad, Kuala Lumpur Meeting Room
9th Floor Menara TA One
22, Jalan P. Ramlee, 50250 Kuala Lumpur, Malaysia

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholders/proxies **WILL NOT BE ALLOWED** to attend the AGM in person at the Broadcast Venue on the day of the meeting.

To attend the 18th AGM remotely using the RPV, all shareholders and proxies will have to register with our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online>, from 13 November 2020 until the day 18th AGM on **Friday, 27 November 2020**. Kindly refer to the Revised Administrative Guide for more information on the registration process which are available on the Company’s website at www.scicom-intl.com. Please note that the Revised Administrative Guide supersedes the earlier Administrative Guide announced to the shareholders on 27 October 2020.

For shareholders/proxies who have pre-registered their attendance to attend the physical 18th AGM earlier, Tricor will automatically register you or your appointed proxy(ies) to join the RPV. An email will be sent to you by Tricor after verification of your registration against the General Meeting Record of Depositors dated 20 November 2020 and the said email will inform whether your registration for remote participation is approved or rejected.

Notwithstanding the above, any proxy forms, authorities pursuant to which such an appointment is made by a power of authority and certificates of appointment of a corporate representative must be deposited with Tricor not later than **Wednesday, 25 November 2020 at 10.00 a.m.**

Shareholders and proxies may raise questions before the 18th AGM to the Chairman or Board of Directors via <https://tiih.online>, by selecting “e-Services” to login and submit the questions electronically no later than **Wednesday, 25 November 2020 at 10:00 a.m.**

We look forward to connecting with you via the RPV on the day of the 18th AGM. Thank you for your continued support to the Company.

Should you require any assistance, kindly contact Tricor at 03-2783 9299 or is.enquiry@my.tricorglobal.com.

Yours faithfully,

DATO’ SRI LEO SURESH ARIYANAYAKAM
Director

13 November 2020



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SCICOM (MSC) BERHAD (200201029763) (597426-H)
(Incorporated in Malaysia)

REVISED ADMINISTRATIVE GUIDE FOR THE CONDUCT OF THE EIGHTEENTH ANNUAL GENERAL MEETING (“18th AGM”) (FULLY VIRTUAL MEETING)

Date : Friday, 27 November 2020
Time : 10.00 a.m.
Broadcast Venue : Scicom (MSC) Berhad, Kuala Lumpur Meeting Room
9th Floor Menara TA One, 22, Jalan P. Ramlee
50250 Kuala Lumpur, Malaysia

MODE OF MEETING

In view of the COVID-19 outbreak and the extension of the Conditional Movement Control Order until 6 December 2020, the Eighteenth Annual General Meeting (“18th AGM”) will be conducted on **a virtual basis through live streaming from the Broadcast Venue and online remote voting**. This is in line with the Guidance on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and last revised on 13 October 2020, including any amendment that may be made from time to time.

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. Shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 18th AGM in person at the Broadcast Venue on the day of the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 18th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 18th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 18th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedure for RPV.

For shareholders/proxies who have pre-registered their attendance to attend the physical AGM earlier, Tricor will automatically register you or your appointed proxy(ies) to join the RPV. An email will be sent to you by Tricor after verification of your registration against the General Meeting Record of Depositors dated 20 November 2020 and the said email will inform whether your registration for remote participation is approved or rejected.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 18th AGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV.

As the 18th AGM is a fully virtual AGM, shareholders who are unable to participate in this 18th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate the 18th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE 18th 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. Registration as a user will be approved within one working day and you will be notified via email. 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 registration for RPV	<ul style="list-style-type: none"> Registration is open from 13 November 2020 until the day of 18th AGM on Friday, 27 November 2020. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 18th AGM to ascertain their eligibility to participate the 18th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) SCICOM (MSC) BERHAD 18TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 20 November 2020, the system will send you an e-mail on/after 25 November 2020 to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 18th AGM remotely).</i></p>
ON THE DAY OF THE 18th AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 18th AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the 18th AGM on Friday, 27 November 2020 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SCICOM (MSC) BERHAD 18TH AGM” to engage in the proceedings of the 18th AGM remotely. If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the 18th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.

(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 10.00 a.m. on Friday, 27 November 2020 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) SCICOM (MSC) BERHAD 18TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 18th AGM, the live streaming will end.

Note to users of the RPV facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 18th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Wednesday, 25 November 2020 at 10.00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House 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 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.

(ii) By electronic means (applicable to individual shareholders only)

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Proxy Form as below.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House 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 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 later than **Wednesday, 25 November 2020 at 10.00 a.m.** to participate via RPV in the 18th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company at Tricor Investor & Issuing House 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 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 later than **Wednesday, 25 November 2020 at 10.00 a.m.** to participate via RPV in the 18th AGM. The certificate of appointment should be executed in the following manner:

- (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.
- (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:
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit 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: "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.

POLL VOTING

The voting at the 18th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(es) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from **10.00 a.m. on Friday, 27 November 2020** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above – Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 18th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 18th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Wednesday, 25 November 2020 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 18th AGM.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 18th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 18th AGM.

ENQUIRY

If you have any enquiries on the above, 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

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons: Mr. Tee Yee Loon +603 2783 9242 /Email: Yee.Loan.Tee@my.tricorglobal.com

: Ms Christine Cheng +603 2783 9265 /Email: Christine.Cheng@my.tricorglobal.com