



UNITRADE

UNITRADE INDUSTRIES BERHAD

Registration No: 202101013724 (1414023-X)
(Incorporated in Malaysia)

NOTICE OF 3RD ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Third Annual General Meeting ("3rd AGM") of Unitrade Industries Berhad ("Unitrade" or "Company") will be conducted virtually at Broadcast Venue at 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia on Thursday, 5 September 2024 at 10.00 a.m. or at any adjournment thereof, for the purpose of considering and if thought fit, passing with or without modifications, the following resolutions set out in this Notice:-

AGENDA

As Ordinary Business

- To receive the Audited Financial Statements for the financial year ended 31 March 2024 together with the Reports of the Directors and Auditors thereon.
- To approve the payment of Directors' fees to the Non-Executive Directors of the Company for the period from the date of the forthcoming Annual General Meeting ("AGM") until the conclusion of the next AGM of the Company:-
 - Director's fee of RM5,000 per month to Dato' Abdul Majid bin Ahmad Khan
 - Director's fee of RM5,000 per month to Dato' Lok Bah Bah @ Loh Yeow Boo
 - Director's fee of RM5,000 per month to Ms Cynthia Toh Mei Lee
 - Director's fee of RM5,000 per month to Ms Ong Soo Chan
 - Director's fee of RM5,000 per month to Lavin Shrivajini A/P Sathya Seelan
- To approve the payment of the meeting allowance of RM1,000 payable for the Non-Executive Directors for the period from the date of the forthcoming AGM until the conclusion of the next AGM of the Company.
- To re-elect the following Directors who retire by rotation in accordance with Clause 134 of the Constitution of the Company and being eligible, have offered themselves for re-election:
 - Dato' Lok Bah Bah @ Loh Yeow Boo
 - Mr Simson Sim Xian Zhi
 - Ms Ong Soo Chan
- To re-appoint KPMG PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.

As Special Business

To consider and, if thought fit, to pass the following resolutions, with or without modifications:

- Authority under Section 76 of the Companies Act 2016 ("the Act") for the Directors to allot and issue shares**

"THAT pursuant to Section 76 of the Act, the Directors be and are hereby authorised to allot and issue shares in the Company at any time until the conclusion of the next AGM of the Company and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, provided that the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares of the Company for the time being, subject always to the Constitution of the Company and approval of all relevant regulatory bodies being obtained for such allotment and issuance.

THAT in connection with the above, pursuant to Section 85 of the Act and Clause 65 of the Constitution of the Company, the shareholders do hereby waive the statutory pre-emptive rights of the offered shares in proportion of their holdings at such price and at such terms to be offered arising from any issuance of new shares pursuant to this mandate by the Company, with such waiver resulting in a dilution to their shareholding percentage in the Company and the Board is exempted from the obligation to offer such new shares first to the existing shareholders of the Company.

AND THAT the new shares to be issued shall, upon allotment and issuance, rank equally in all respects with the existing shares of the Company, save and except that they shall not be entitled to any dividends, rights, allotments and/or any other forms of distribution that which may be declared, made or paid before the date of allotment of such new shares."

- Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed New Shareholders Mandate for Additional Recurrent Related Party Transactions of a Revenue or Trading Nature**

"THAT subject to the provisions of the Constitution of the Company and the ACE Market Listing Requirements ("AMLR") of Bursa Malaysia Securities Berhad ("Bursa Securities"), approval be and is hereby given to the Company and its subsidiaries ("Group") to enter into and give effect to the recurrent related party transactions of a revenue or trading nature particulars which are set out in Section 2.4 and with the specified classes of related parties as specified in Section 2.4 of the Circular to Shareholders dated 31 July 2024, provided that:

- such arrangements and/or transactions are necessary for the Group's day-to-day operations;
- such arrangements and/or transactions undertaken are in the ordinary course of business, at arm's length basis and on normal commercial terms which are not more favourable to the related parties than those generally available to third party;
- such arrangements and/or transactions are not detrimental to the minority shareholders of the Company; and
- the disclosure is made in the annual report on the aggregate value of transactions conducted pursuant to the shareholders' mandate during the financial year in relation to:
 - the related transacting parties and their respective relationship with the Company; and
 - the nature of the recurrent transactions.

THAT such authority conferred shall continue to be in force until:

- the conclusion of the next AGM of the Company at which time the mandate will lapse, unless the authority is renewed by a resolution passed at the next AGM; or
- the expiration of the period within which the next AGM of the Company is required to be held pursuant to Section 340(2) of the Companies Act, 2016 (but will not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act, 2016); or
- revoked or varied by resolution passed by the shareholders in general meeting, whichever is the earlier.

AND THAT the Directors of the Company be and are hereby authorised to complete and do all such acts and things (including executing such documents as may be required) as they may consider expedient or necessary to give effect to the transactions contemplated and/or authorised by this Ordinary Resolution."

Any Other Business

- To transact any other business that may be transacted at the 3rd AGM of which due notice shall have been given in accordance with the Act and the Constitution of the Company.

BY ORDER OF THE BOARD

TAI YIT CHAN (MAICSA7009143) (SSM PC No.: 202008001203)
TAN AI NING (MAICSA7015852) (SSM PC No.: 202008000067)
NELSON FOQ CHEAN EE (MAICSA7070316) (SSM PC No.: 202008003986)
COMPANY SECRETARIES

SELANGOR DARUL EHSAN
31 July 2024

Explanatory Notes

(A) Audited Financial Statements

This Agenda item is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval of the shareholders. Hence, this item is not put forward for voting.

(B) Ordinary Resolution 1 to 6 – Payment of Directors' fees and Meeting Allowance to Non-Executive Directors

Section 230(1) of the Act provides amongst others, that the Directors' fees and any benefits payable to the Directors of the listed company and its subsidiaries shall be approved at a general meeting. In this respect, the Board agreed that the shareholders' approval shall be sought at this 3rd AGM on the Directors' remuneration in six (6) separate resolutions as below:-

- Ordinary Resolutions 1 to 5 on payment of Directors' fees to the Non-Executive Directors for the period from the date of the forthcoming AGM until the conclusion of the next AGM of the Company.
- Ordinary Resolution 6 on payment of the meeting allowance for the Non-Executive Directors

Directors' Fees

During a review in 2024, the Board, at the recommendation of the Remuneration Committee, agreed that the Directors' fees to the Non-Executive Directors shall remain unchanged, subject to shareholders' approval at this 3rd AGM.

Meeting Allowance

There is no revision to the proposed meeting allowance for the Non-Executive Directors since 2022. The total estimated amount of the Directors' meeting allowance is calculated based on the number of scheduled meetings for the Board and Board Committees as well as the number of Non-Executive Directors involved in these Meetings.

Any Non-Executive Directors who are shareholders of the Company will abstain from voting on Resolutions 1 to 6 concerning remuneration to the Non-Executive Directors at the 3rd AGM.

In the event that the proposed Non-Executive Directors' fees and benefits payable are insufficient due to the enlarged Board size, the Company will seek shareholders' approval at the 4th AGM of the Company for the additional Directors' fees and benefits payable to meet the shortfall.

(C) Ordinary Resolution 7 to 9 – Re-election of Directors

Pursuant to Malaysian Code of Corporate Governance 2021, the profiles of the Directors who are standing for re-election as per Agenda item no. 4 is set out in the Board of Directors' profile of the Annual Report 2024.

The Nomination Committee ("NC") has considered the performance and contribution of each of the retiring Directors for seeking re-election. In addition, the NC has also conducted an assessment on the fitness and propriety of the retiring Directors including the review of their fit and proper declarations in accordance with the Directors' Fit and Proper Policy. The said retiring Directors have abstained from deliberations and decision on their own eligibility and sustainability to stand for re-election. Based on the recommendation of the NC, the Board is satisfied with the performance and contributions of the retiring Directors' and supports their re-election based on the following justifications:-

Ordinary Resolution 7 – Re-election of Dato' Lok Bah Bah @ Loh Yeow Boo as Senior Independent Non-Executive Director

- Dato' Lok Bah Bah @ Loh Yeow Boo fulfils the requirements of independence set out in the AMLR of Bursa Securities as well as the Malaysian Code on Corporate Governance ("MCCG"). He remains objective and independent in expressing his views and participating in the Board's deliberation and decision-making process.
- He also exercised his due care and carried out his professional duties during his tenure as a Senior Independent Non-Executive Director of the Company.

Ordinary Resolution 8 – Re-election of Mr Simson Sim Xian Zhi as Executive Director

- Mr Simson Sim Xian Zhi oversees the overall operations and business direction of the rental business of the Group. He is also a designated leader to manage the Group's sustainability, strategically in the operations of the Group.
- He shows exemplary leadership in building business and creating value, he has contributed significantly to the Group by providing valuable inputs and steered the Group forward with notable achievements during his tenure as Executive Director of the Company.

Ordinary Resolution 9 – Re-election of Ms Ong Soo Chan as Independent Non-Executive Director

- Ms Ong Soo Chan fulfils the requirements of independence set out in the AMLR of Bursa Securities as well as the MCCG. She remains objective and independent in expressing her views and participating in the Board's deliberation and decision-making process.
- She also exercised her due care and carried out her professional duties during her tenure as an Independent Non-Executive Director of the Company.

(D) Ordinary Resolution 11 – Authority pursuant to Section 76 of the Act for the Directors to Allot and Issue Shares

The Company had, during its 2nd AGM held on 7 September 2023, obtained its shareholders' approval for the general mandate for the issuance of shares pursuant to Section 76 of the Act. This general mandate will expire at the conclusion of this AGM.

On 27 February 2024, the Company had announced to undertake a private placement of up to 156,250,000 new ordinary shares, representing not more than 10% of the total number of issued ordinary shares of the Company to third-party investor(s) ("Private Placement").

Bursa Securities had on 27 March 2024, approved the listing and quotation of up to 156,250,000 Placement Shares to be issued pursuant to the Private Placement.

The Company had on 27 May 2024, completed the first tranche of the Private Placement and completed the issuance and allotment of a total of 68,220,000 Placement Shares and raised total proceeds of RM18,419,400 from the Private Placement.

The details of the utilisation of proceeds raised from the Private Placement as at 31 July 2024 are as follows:-

Details of Use of Proceeds	Estimated Timeframe for Utilisation	Proposed Utilisation RM'000	Actual Utilisation RM'000	Balanced Unutilised as at 31 July 2024 RM'000
Construction of centralised labour quarters	Within 18 months	-	-	-
Repayment of bank borrowings	Within 6 months	18,247	18,247	-
Estimated Private Placement expenses	Within 1 month	172	172	-

Ordinary Resolution 11 proposed under item 7 of the Agenda is a renewal of the general mandate for issuance of shares by the Company under Section 76 of the Act. The mandate, if passed, serves as a measure to meet the Company's immediate working capital needs in the short term without relying on conventional debt financing (which result in higher finance costs to be incurred) for the purpose of funding investment project(s), working capital and/or acquisition(s). This authority, unless revoked or varied by the Company at a general meeting, will expire at the next AGM. The waiver of pre-emptive rights pursuant to Section 85 of the Act and Clause 65 of the Constitution of the Company will allow the Directors of the Company to issue new shares of the Company which rank equally to existing issued shares of the Company, to any person without having to offer new shares to all the existing shareholders of the Company prior to issuance of new shares in the Company under the general mandate.

(E) Ordinary Resolution 12 – Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed New Shareholders Mandate for Additional Recurrent Related Party Transactions of a Revenue or Trading Nature

For further information on Ordinary Resolution 12, please refer to the Circular to Shareholders dated 31 July 2024 accompanying the Annual Report of the Company for the financial year ended 31 March 2024.

Notes:

- The 3rd AGM of the Company will be conducted on a virtual basis through live streaming and online remote voting using the Remote Participation and Electronic Voting ("RPEV") facilities to be provided by Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. at <https://meeting.boardroomlimited.my>. Please refer to the Administrative Guide for Shareholders for the 3rd AGM on the procedures to register, participate and vote remotely via the RPEV facilities.
- The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Act which specifies that the Chairman of the Meeting shall be present at the main venue of the 3rd AGM and is in accordance with Clause 74 of the Company's Constitution which allows a meeting of members to be held at more than one (1) venue, using any technology or method so that all members of the Company can participate and be able to exercise their rights to participate and vote at the general meeting. No shareholders or proxy from the public should be physically present nor admitted at the Broadcast Venue on the day of the 3rd AGM.
- Members may submit questions relating to resolutions to be tabled at the 3rd AGM or financial performance/prospect of the Company to the Board via Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> no later than 10.00 a.m. on Tuesday, 3 September 2024. Alternatively, members may via real time submission of typed texts via RPEV facilities during the live streaming of the 3rd AGM.
- A member of the Company entitled to attend and vote at the 3rd AGM is entitled to appoint proxy(ies) to attend and vote in his instead. A proxy may but need not be a member of the Company. There shall be no restriction as to the qualification of the proxy.
- A member of the Company may appoint up to two (2) proxies to attend and vote at the same meeting. Where a member of the Company appoints two (2) proxies, the appointment shall be invalid unless the member specifies the proportions of his shareholdings to be represented by each proxy.
- Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Securities Industry (Central Depositories) Act 1991 ("SIDCA") which is exempted from compliance with the provisions of subsection 25A(1) of SIDCA.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised.
- The instrument appointing a proxy, together with the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy of such power or authority, shall be deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 48 hours before the time appointed for holding the meeting or adjourned meeting. Alternatively, the instrument appointing a proxy may be electronically submitted to Boardroom Share Registrars Sdn. Bhd. via Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com>. Please refer to the Administrative Guide for further information on electronic submission of Proxy Forms.
- Pursuant to Rule 8.31A of the AMLR of Bursa Securities, all the resolutions set out in the notice of the general meeting will be put to vote by way of poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
- For the purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company a Record of Depositors as at 27 August 2024 and only a Depositor whose name appears in such Record of Depositors shall be entitled to attend and vote at this meeting and entitled to appoint proxy or proxies.

Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

Administrative Guide for the Third Annual General Meeting



UNITRADE

UNITRADE INDUSTRIES BERHAD

(Registration No.: 202101013724 (1414023-X))

(Incorporated in Malaysia)

Day and Date	: Thursday, 5 September 2024
Time	: 10.00 a.m.
Broadcast Venue	: 12 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Meeting Platform	: https://meeting.boardroomlimited.my
Mode of Communication	: (1) Typed text in the Online Meeting Platform during the virtual Annual General Meeting (2) Shareholders may submit questions by logging into the Boardroom Smart Investor Portal at https://investor.boardroomlimited.com prior to the holding of virtual Annual General Meeting

MODE OF MEETING

The Third Annual General Meeting (“3rd AGM”) of the Company will be held virtually through live streaming and online remote voting via Remote Participation and Electronic Voting (“RPEV”) facility which is available on Boardroom Share Registrars Sdn. Bhd. (“Boardroom”)’s website at <https://meeting.boardroomlimited.my>.

In line with the Malaysian Code on Corporate Governance Practice 13.1, the Company’s forthcoming 3rd AGM will be conducted virtually through live streaming and RPEV facilities from the Broadcast Venue. This would facilitate greater member participation as it facilitates electronic voting and remote members’ participation.

We strongly encourage you to participate in the 3rd AGM via the Virtual Meeting Facilities provided to 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 3rd AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 3rd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Shareholders or proxies are not allowed to be physically present at the Broadcast Venue as the venue is only meant to facilitate the conduct of the Virtual AGM. Shareholders or proxies who turn up at the Broadcast Venue would be requested to leave the venue politely.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on 27 August 2024 (General Meeting Record of Depositors) shall be eligible to participate the 3rd AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

FORM(S) OF PROXY

Shareholders are encouraged to go online, participate and vote at the 3rd AGM using remote participation and electronic voting facilities.

Shareholders who are unable to participate in our online 3rd AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy. Alternatively, you may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment.

Please take note that you must complete the Form(s) of Proxy for the 3rd AGM should you wish to appoint a proxy(ies).

Please ensure that the original Form(s) of Proxy is deposited at our Share Registrar’s office not less than forty-eight (48) hours before the time appointed for holding the meeting at the following address:-

Boardroom Share Registrars Sdn. Bhd.

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

Alternatively, you may deposit your Form(s) of Proxy by electronic means through the Share Registrar’s website, Boardroom Smart Investor Online Portal (**kindly refer to Step 2, Remote Participation and E-Voting below**) at <https://investor.boardroomlimited.com> to log in and deposit your Form(s) of Proxy electronically, not less than forty-eight (48) hours before the meeting.

REVOCAION OF PROXY

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our 3rd AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”) as Poll Administrator to conduct the poll by way of electronic voting (“**e-voting**”) and Sky Corporate Services Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.

During the 3rd AGM, the Chairman will invite the poll administrator to brief on the e-Voting housekeeping rules. 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. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.

For the purpose of this 3rd AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers 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.

REMOTE PARTICIPATION AND E-VOTING




Please note that the remote participation and e-voting are available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

You will be able to view a live webcast of the 3rd AGM proceeding, ask questions and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for login ID and password:

Before the day of the AGM		
Step		Action
1.	Register Online with Boardroom Smart Investor Portal (for first time registration)	<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> <ul style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com b. Click <<Login>> and click <<Register>> to sign up as “Shareholder” or “Corporate Holders”. c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, kindly upload the authorisation letter as well as Click “Sign Up”. d. Please enter a valid email address. You will receive an e-mail for e-mail address verification. Click on “Verify E-mail Address” from the e-mail received to proceed with the registration e. Once your email address is verified, you will be re-directed to Boardroom Smart Investors Portal for verification of mobile number. Click on “Request OTP Code” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click “Enter” to complete the process. f. Once your mobile number is verified, registration of your new Boardroom Smart Investors Portal will be pending for final verification. g. An e-mail will be sent to you to inform the approval of your Boardroom Smart Investor Portal account within one (1) business day. Subsequently, you can login at https://investor.boardroomlimited.com with the e-mail address and password filled up by you during registration to proceed.

Before the day of the AGM	
Step	Action
2.	<p>Submit request for Remote Participation User ID and Password</p> <p><i>[Note: The registration for remote access will be opened on Wednesday, 31 July 2024. You are required to register to ascertain your eligibility to participate the 3rd AGM by using RPEV]. Shareholders are encouraged to register at least 48 hours before the commencement of the meeting to avoid any delay in the registration.</i></p> <p>Individual Members</p> <ol style="list-style-type: none"> a. Login to https://investor.boardroomlimited.com b. Select “Meeting Event(s)” from main menu and select the correct Corporate Event “UNITRADE INDUSTRIES BERHAD 3rd ANNUAL GENERAL MEETING” and click “Enter” c. Go to “Virtual” and click “Register for RPEV” d. Read and agree to the terms and conditions and thereafter submit your request. e. You will receive a notification that your RPEV registration has been received and is being verified. f. Upon system verification against the AGM’s Record of Depositors as at 27 August 2024, you will receive an email from Boardroom either approving your registration for the remote participation. g. If approved, RPEV credential will be provided in your email. h. Please note that one (1) user ID and password can only log on to one (1) device at a time. i. If rejected, a rejection note will be provided in your email. <p><i>Note: Closing for submission of request is at Tuesday, 3 September 2024 (forty-eight (48) hours before the commencement of the AGM)</i></p> <p>Appointment of Proxy</p> <p>i.) Individual Members</p> <ol style="list-style-type: none"> a. Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Select UNITRADE INDUSTRIES BERHAD 3rd ANNUAL GENERAL MEETING from the list of Meeting Event(s) and click “Enter”. c. Click on “Submit eProxy Form”. d. Read and accept the General Terms and Conditions by clicking “Next”. e. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). f. Indicate your voting instructions – FOR, AGAINST or ABSTAIN, otherwise your proxy will decide your vote. g. Review and confirm your proxy appointment. h. Click “Apply”. i. Download or print the eProxy form as acknowledgement. <p>ii.) Corporate Shareholders</p> <p>Via BSIP</p> <ol style="list-style-type: none"> a. Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Select UNITRADE INDUSTRIES BERHAD 3rd ANNUAL GENERAL MEETING from the list of Meeting Event(s) and click “Enter”. c. Click on “Submit eProxy Form”. d. Select the company you would like to represent (if more than one). e. Proceed to download the file format for “Submission of Proxy Form” from BSIP. f. Prepare the file for the appointment of proxies by inserting the required data. g. Proceed to upload the duly completed proxy appointment file. h. Review and confirm your proxy appointment and click “Submit” i. Download or print the eProxy form as acknowledgement. <p><i>Note: If you wish to appoint more than one (1) company, kindly click the home button and select “Edit Profile” in order to add Company name</i></p> <ul style="list-style-type: none"> ✓ You will receive notification(s) from 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 27 August 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. ✓ You will also receive your remote access user ID and password along with email from Boardroom if your registration is approved. ✓ Please note that the closing time to submit your request for remote participation User ID and Password is on Tuesday, 3 September 2024 (forty-eight (48) hours before the commencement of the AGM).

Before the day of the AGM	
Step	Action
3. Login to Virtual Meeting Portal	<p><i>[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]</i></p> <p>a. The Virtual Meeting Portal will be open for login starting an hour 1 hour before the commencement of the AGM on Thursday, 5 September 2024 at 10.00 a.m.</p> <p>b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal [Refer to Step 2 above].</p>
On the day of the AGM	
Step	Action
4. 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>
5. Online Remote Voting	<p>a. Once voting has been opened, the polling page will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. </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>
6. End of Remote Participation	<p>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.</p> <p>b. You can now logout from Virtual Meeting Portal.</p>

NO VOUCHERS/DOOR GIFTS

There will be **NO VOUCHER(S) OR ANY DOOR GIFT(S)** for shareholders/proxies who participate in the AGM.

NO RECORDING OR PHOTOGRAPHY AT THE AGM

Strictly no recording or photography of the AGM proceedings is allowed.

ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours from Mondays to Fridays (except for public holidays):

Boardroom Share Registrars Sdn. Bhd.

General Line : 603-7890 4700
 Fax Number : 603-7890 4670
 Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the 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.