



**SAMCHEM HOLDINGS BERHAD**  
Registration No. 200701039535 (797567-U)  
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF VENUE FOR THE FOURTEENTH (14<sup>TH</sup>) ANNUAL GENERAL MEETING OF SAMCHEM HOLDINGS BERHAD (“SHB”)**

Dear Shareholders,

On 27 April 2021, SHB had announced its Fourteenth Annual General Meeting (“14<sup>th</sup> AGM” or “the Meeting”) is scheduled to be held on 28 May 2021 at Level 3, Lot 6, Jalan Sungai Kayu Ara 32/39, Seksyen 32, 40460 Shah Alam, Selangor Darul Ehsan at 10.30 a.m.

In light of the Covid-19 pandemic and re-imposition of Movement Control Order (“MCO”) from 12 May 2021 to 7 June 2021, the Board of Directors of SHB has decided that the 14<sup>th</sup> AGM of the Company shall be conducted in a fully virtual manner as scheduled on 28 May 2021.

The Broadcast Venue of the 14<sup>th</sup> AGM shall be as set out below: -

Date: 28 May 2021 (No change)	Time: 10.30 a.m. (No change)	Broadcast Venue: Level 3, Lot 6, Jalan Sungai Kayu Ara 32/39, Seksyen 32, 40460 Shah Alam, Selangor Darul Ehsan
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The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which stipulates that the Chairman shall be at the main venue of the 14<sup>th</sup> AGM. Hence, **NO SHAREHOLDERS** from the public will be physically present at the Broadcast Venue on the day of the 14<sup>th</sup> AGM.

Shareholders will have to register to attend the 14<sup>th</sup> AGM remotely by using our Meeting Platform, details as set out in the Administrative Guide below.

Other than the above changes, please take note that the Agenda stated in the Notice of 14<sup>th</sup> AGM dated 28 April 2021 shall remain unchanged.

## ADMINISTRATIVE GUIDE

### **IN RESPECT OF THE FOURTEENTH ANNUAL GENERAL MEETING (“14<sup>TH</sup> AGM”) OF SAMCHEM HOLDINGS BERHAD (“SHB”) TO BE HELD VIA AN ONLINE PLATFORM**

<b>DATE:</b>  Friday, 28 May 2021	<b>TIME:</b>  10.30 a.m.	<b>BROADCAST VENUE:</b>  Level 3, Lot 6, Jalan Sungai Kayu Ara 32/39, Seksyen 32 40460 Shah Alam, Selangor Darul Ehsan
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#### **Administrative Guide to the Shareholders of SHB for the 14<sup>th</sup> AGM**

Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our 14<sup>th</sup> AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the AGM.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the Virtual Meeting Facilities, you may 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 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 in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure your internet 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.

#### **General Meeting Record of Depositors**

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 20 May 2021 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.

#### **Proxy**

2. A member entitled to participate and vote remotely at the 14<sup>th</sup> AGM using the Virtual Meeting Facilities is entitled to appoint proxy(ies), to participate and vote on his/her behalf. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the AGM via Virtual Meeting Facilities on 28 May 2021, he/she can appoint the Chairman of the meeting as his/her proxy and indicate his/her voting instructions in the Proxy Form.
4. The instrument appointing a proxy must be deposited at the Registered Office of the Company at Lot 6, Jalan Sungai Kayu Ara 32/39, Seksyen 32, 40460 Shah Alam, Selangor Darul Ehsan, not less than forty-eight (48) hours before the time appointed for the taking of poll at the AGM or adjourned AGM, no later than **Wednesday, 26 May 2021 at 10.30 a.m.**

#### **Poll Voting**

5. Voting at the 14<sup>th</sup> AGM will be conducted by way of poll in accordance with Clause 62 of the Company’s Constitution. The Company has appointed NICHE & MILESTONES INTERNATIONAL SDN BHD as Poll Administrator to conduct the poll by way of online voting and U SEARCH MANAGEMENT SERVICES as Scrutineers to verify the poll results.

6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 14<sup>th</sup> AGM at 10.30 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code for Online Voting will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 14<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolutions have been duly passed.


#### VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the 14<sup>th</sup> AGM using the Virtual Meeting Facilities. Please refer to item 10 for the Registration Link.
8. For Corporate Shareholders, please register yourself via the Registration Link provided below to provide the following documents to Niche & Milestones International Sdn Bhd no later than **Thursday, 27 May 2021 at 10.30 a.m.:**

- (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
- (b) Corporate Representative's e-mail address and hand-phone number.

Upon receipt of such documents, Niche & Milestones International Sdn Bhd will liaise with yourselves on the participation link.

9. For the beneficiary of shares held under a Nominee Company's CDS account who wishes to attend the 14<sup>th</sup> AGM, you may request your Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 14<sup>th</sup> AGM via the Virtual Meeting Facilities by submitting the duly executed Proxy Form to Niche & Milestones International Sdn Bhd no later than **Thursday, 27 May 2021 at 10.30 a.m.** and registering yourself via the Registration Link below.
10. Please follow the steps below to participate and vote via the Virtual Meeting Facilities:

<b>BEFORE THE AGM</b>		
(a)	REGISTRATION	<ul style="list-style-type: none"> <li>• Please click on the following link to register yourself as Shareholder/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose.</li> </ul> <p>Registration Link <a href="https://bit.ly/3eE1n5b">https://bit.ly/3eE1n5b</a></p>
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> <li>• Upon verification, the participation link will be sent to your godself before the commencement of the meeting.</li> </ul>
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> <li>• Should you have any questions you wish to raise during the 14<sup>th</sup> AGM, you may submit your questions online by scanning the QR Code below or via <a href="https://bit.ly/3txTrq5">https://bit.ly/3txTrq5</a></li> </ul> <div style="text-align: center;">  </div>

ON THE AGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> <li>Click on the participation link which was provided to you via e-mail.</li> <li>If you have any questions you want to raise during the meeting, you may submit your questions using the Q&amp;A Box. The Chairman/Board will try to address the questions submitted prior or during the 14<sup>th</sup> AGM accordingly.</li> </ul>
(e)	ONLINE VOTING	<ul style="list-style-type: none"> <li>The QR Code for Online Voting will be displayed in the Chat Box and Q&amp;A Box of the Virtual Meeting Room upon commencement of the AGM. Voting shall commence from 10.30 a.m. Friday, 28 May 2021 until a time when the Chairman of the meeting announces the closing of the voting session at the 14<sup>th</sup> AGM.</li> </ul>
(f)	CLOSING OF THE MEETING	The 14 <sup>th</sup> AGM will come to a close upon the announcement by the Chairman of the meeting, and the Virtual Meeting will end accordingly.

**IMPORTANT NOTES, TERM AND CONDITIONS:**

- i) The participation link given is strictly for the participation of registered shareholders and must **NOT** be shared or forwarded to any other person.
- ii) In the event there is participation from more than one (1) person from the same link given to a registered shareholder in the virtual meeting, and multiple votes are submitted, his/her vote will be disqualified entirely.

**Annual Report and Proxy Form**

11. A copy of the Annual Report and the Proxy Form can be downloaded from SHB's website at [www.samchem.com.my](http://www.samchem.com.my)

**Enquiry**

12. If you have any enquiry or require any assistance before or during the 14<sup>th</sup> AGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

**NICHE & MILESTONES INTERNATIONAL SDN BHD**

**Registration No. 200001030837 (533444-V)**

B-25-2, Block B, Jaya One

No. 72A, Jalan Universiti

46200 Petaling Jaya

Selangor Darul Ehsan

Mobile/WhatsApp: 017 388 3989

Email: [vm.enquiry@outlook.com](mailto:vm.enquiry@outlook.com)

Contact Person: Virtual Meeting Administrator

**Personal Data Privacy**

13. 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.