



UNISEM (M) BERHAD
 198901006009 (183314-V)
 (Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

**for the Shareholders of Unisem (M) Berhad
 on the Fully Virtual 31st Annual General Meeting
 (“31st AGM”) of the Company**

Date : 25 June 2020 (Thursday)

Time : 10:30 a.m.

Broadcast Venue : Unisem (M) Berhad, Board Room, 9th Floor UBN Tower, 10 Jalan P Ramlee, 50250 Kuala Lumpur

Fully Virtual Meeting

In view of the current COVID-19 pandemic and as part of the measures to curb the spread of the COVID-19 pandemic, please be informed that the 31st AGM will be conducted through live streaming and online remote voting (“fully virtual”) using Remote Participation and Voting facilities (“RPV”) from the Broadcast Venue.

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 venue of the meeting. Hence, shareholders WILL NOT BE ALLOWED to attend the 31st AGM in person at the Broadcast Venue on the day of the meeting.

Remote Participation and Voting Facilities (RPV)

Shareholders are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 31st AGM via RPV provided by the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its TIIH Online website at <https://tiih.online>.

Please refer to the following information on RPV procedures for remote participation in the 31st AGM through live streaming and online remote voting:

	Procedure	Action
BEFORE THE AGM DAY		
1	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.
2	Submit your request	<ul style="list-style-type: none"> Registration is open from 10.30 a.m. Wednesday, 27 May 2020 up to 10.30 a.m. Tuesday, 23 June 2020. Login in with your user ID and password and select the corporate event: “(REGISTRATION) UNISEM 31ST 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 as at 18 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.

	Procedure	Action
ON THE AGM DAY (WEDNESDAY, 10 JUNE 2020)		
3	Login to TIIH Online	Login with your user ID and password for remote participation at the 31 st AGM at any time from 10.00 a.m. i.e. 30 minutes before the commencement of the AGM on Thursday, 25 June 2020 at 10.30 a.m..
4	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) UNISEM 31ST AGM” to engage in the proceedings of the 31st 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 remote participants during the meeting. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
5	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 10.30 a.m. on Thursday, 25 June 2020 until a time when the Chairman of the meeting announces the completion of the voting session of the 31st AGM. • Select the corporate event: “(REMOTE VOTING) UNISEM 31ST AGM”. • 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.
6	End of remote participation	Upon the announcement by the Chairman on the closure of the 31 st AGM, the Live Streaming will end.

Note to users of the RPV :-

1. Should your application to join the 31st AGM be approved we will make available to you the right to join the live streamed meeting and 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, 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.

Proxy

Shareholders who appoint proxies to participate via RPV in the 31st AGM must ensure that the original copy of the proxy forms are deposited at Tricor's, at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its 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 48 hours before the time set for the meeting or any adjournment thereof.

The proxy appointment may also be lodged electronically via TIIH Online at <https://tiih.online> not less than 48 hours before the time set for the meeting or any adjournment thereof. Please follow the procedures below for submission of proxy form electronically.

As the 31st AGM is a fully virtual AGM, members who are unable to participate in this 31st AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 31st AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>

Electronic Submission Of Proxy Form

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

	Procedure	Action
BEFORE THE AGM DAY		
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 DeclarationInsert 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 31st 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/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 31st AGM at 10.30 a.m. on 25 June 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 31st AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Entitlement to Participate

Only members whose names appear in the Record of Depositors as at 18 June 2020 are entitled to participate at the 31st AGM. A member entitled to participate at this meeting is entitled to appoint a proxy to participate in his stead.

Pre-Meeting Submission of Question to The Board of Directors

Shareholders may submit questions for the Board in advance of the 31st 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 **10.30am, Tuesday, 23 June 2020**. The Board will endeavor to answer the questions received at the meeting.

Door Gift/Food Voucher

There will be NO door gifts or food vouchers to be given out at the fully virtual 31st AGM.

Proceeding of the Meeting

- The meeting will start promptly at 10.30 a.m.
- The resolutions set out in the Notice of 31st AGM will be considered at the meeting. You will be asked to vote on these resolutions.
- No recording or photography of the 31st AGM proceedings is allowed without the prior written permission of the Company.**

Annual Report 2019

- The following documents are available at https://bursa.listedcompany.com/iar_2019.html
 - Annual Report 2019 ("AR 2019")
 - Notice of 31st AGM, Proxy Form, Administrative Guide and Annual Report Request Form
- You may request for a printed copy of the AR 2019 at <https://tiih.online> by selecting "Request for Annual Report" under the "Investor Services".

Enquiry

If you have any enquiry prior to the meeting, please contact the following officers during office hours:

Tricor Investor & Issuing House Services Sdn. Bhd.

General : +603-2783 9299 (is.enquiry@my.tricorglobal.com)

Mr. Eric Low: + 603-2783 9267 (Eric.Low@my.tricorglobal.com)

Mr. Cheng Kang Shaun: 603-2783 9241 (Kang.Shaun.Cheng@my.tricorglobal.com)