

PARAGON UNION BERHAD
[Registration No. 199401000779 (286457-V)]
(Incorporated in Malaysia)

ANNUAL GENERAL MEETING

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

General Meeting	:	Annual General Meeting (“AGM”)
Day, Date and Time of Meeting	:	Wednesday, 29 June 2022 at 10.30 a.m.
Remote Participation and Voting Facilities	:	Cloud AGM Platform operated by ARB Wemeet Sdn Bhd at https://member.arbwemeet.com.
Domain Registration Numbers with MYNIC	:	D1A457700

We continue to exercise prudence in this situation where COVID-19 outbreak is still ongoing and strictly complying to the decree of the Government of Malaysia (“**Government**”) and the Guidance and Frequently Asked Questions of the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“**SC**”) (“**Guidance Note and FAQs**”).

In line with the Government’s directive and the revised Guidance Note and Frequently Asked Question on the Conduct of General Meetings for Listed Issuers issued by Securities Commission on 16 July 2021 (“**SC Guidance**”), the AGM of the Company will be held and conducted by way of fully virtual meeting entirely through live streaming and online voting via Cloud AGM Platform operated by ARB Wemeet Sdn Bhd at its website at <https://member.arbwemeet.com>. An online meeting platform used to conduct the meeting can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016, provided that the online platform located in Malaysia. Pursuant to the SC Guidance, all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are to participate in the meeting online.

The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

Entitlement to Participate and Vote Remotely

Only shareholders whose names appear on the Record of Depositors (“**ROD**”) as at **20 June 2022** shall be eligible to participate and vote remotely in the meeting or appoint proxy(ies)/ the Chairman of the meeting to participate and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN CLOUD AGM PLATFORM

Please follow the procedures to participate in Cloud AGM Platform as summarised below:

*** BEFORE AGM DAY ***

A: REGISTRATION	
Description	Procedure
i. Shareholders to Register with ARB Wemeet ➤ <i>Individual Shareholders</i>	a. Access website at https://member.arbwemeet.com b. Select “ Sign Up ” to sign up as user. c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/> . Then select “ Next ”. d. Access website at https://member.arbwemeet.com

A: REGISTRATION (CON'T)	
Description	Procedure
Shareholders to Register with ARB Wemeet ➤ <i>Individual Shareholders</i>	e. Select " Sign Up " to sign up as user. f. Read and indicate your acceptance of the 'Privacy Policy' and 'Terms & Conditions' by clicking on a small box <input type="checkbox"/> . Then select " Next ". g. Fill-in your details – (i) ensure your email address is valid & (ii) create your own password. (iii) add the CDS account Then click " OK ". h. Registration as user completed. i. An email notification will be sent to you. j. Click the link in the email to verify account. Note: <ul style="list-style-type: none"> • If you have already signed up/registered as a user with previously, you are not required to register again. • In order to be able to view the event, shareholders must add the related CDS in the profile (From the sign up or in the own profile).

B: REGISTRATION OF PROXY	
Description	Procedure
i. Submit Form of Proxy (hard copy) ➤ <i>Individual Shareholders</i> ➤ <i>Corporate Shareholders</i> ➤ <i>Authorised Nominee</i> ➤ <i>Exempt Authorised Nominee</i>	The hard copy Form of Proxy must be deposited with the Company's Share Registrar Office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor, Malaysia not less than 24 hours (Tuesday, 28 June 2022 at 10.30 a.m.) before the time appointed for holding the AGM or at any adjournment. a. Fill-in the details on the hard copy Form of Proxy by providing the following information: <ul style="list-style-type: none"> • Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> ○ Name ○ Number of MyKAD for Malaysian or passport for non-Malaysian ○ Address, contact number and email address – ensure email address is valid b. Corporate Representative only – deposit the hard copy of Form of Proxy together with the following document to the Company's Share Registrar office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor, Malaysia. <ul style="list-style-type: none"> • A copy of Certificate of Appointment as corporate representative • Photocopy MyKAD/ Passport of Corporate Representative. c. Individual shareholders authorized nominee and exempt authorized nominee – deposit the hard copy Form of Proxy to the Company's Share Registrar Office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor, Malaysia. d. Submitted Form of Proxy will be verified. e. After verification, proxy(ies) and corporate representative will receive email notification. f. Please refer to the steps stated in the email notification given to participants for their participations in the meeting. g. Please click the "WeMeet" button in the notification email and you will be directed to the login page at https://member.arbwemeet.com . h. You may login with your email and you will be prompted to change password.

* ON AGM DAY *

1. Log in to <https://member.arbwemeet.com> with your registered email address and password.
2. Cloud AGM Platform will be opened for log in one (1) hour before the commencement of the AGM you are attending at 9.30 a.m.
3. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

<u>Description</u>	<u>Procedures</u>
i. Live Streaming	a. Click on the watch live button to view the live streaming.
ii. Ask Question (real-time)	a. Select " Ask Question " button to pose a question. b. Type in your question and select " Submit ".
	Note: <i>The Chairman of the AGM/ Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies and corporate representatives during the AGM.</i>
iii. Online Remote Voting	a. On the main page, scroll down and select " Select CDS Account & Vote Now ". b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select " Next " to continue voting for all resolutions. c. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select " Finish Voting " to submit your vote. Note: <i>Once you have confirmed and submitted your votes, you are able to change your voting choices in "View My Vote" before the event ends.</i>
iv. View Voting Results	a. On the event details page, scroll down and select " View My Vote ".
v. End of Cloud AGM Platform	a. Upon the announcement by the Chairman of the meeting on the closure of the said meeting, the live streaming will end. b. You may log out from https://member.arbwemeet.com .

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed ARB WeMeet Sdn Bhd as the Poll Administrator to conduct the polling process and CSC Securities Services Sdn Bhd as the independent scrutineers to verify the results of the poll.

No e-Voucher, Gift and Food Voucher

There will be no e-Voucher, gift and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

Enquiry

- a. For enquiries relating to the AGM, please contact the Share Registrar during office hours (9:00 a.m. to 5:30 p.m.) on Monday to Friday (except public holidays) as follows:

Email : admin@aldpro.com.my
General Line : +603-7890 0638

- b. For enquiries relating to Cloud AGM Platform or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact ARB Wemeet helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Monday to Friday (except public holidays) as follows:

Email : supportsales@arbberhad.com