



## Shareholders' Advisory Notice 2021 Annual General Meeting

To our Shareholders:

### E-AGM Format

Pursuant to the latest orders and COVID-19 protocols announced by the Prime Minister under the Disaster Risk Management Act, Barita Investments Limited ("Barita") will host its 43<sup>rd</sup> Annual General Meeting ("AGM") as a virtual meeting. Consequent on the hearing of an application in the Supreme Court on April 7<sup>th</sup>, 2021 the Company obtained permission by way of an order of the Supreme Court to call its AGM by electronic means ("E-AGM") on **Friday, April 23, 2021 at 10:00 a.m.**

In order to comply with the Court order and facilitate participation of its shareholders in the E-AGM Barita will be utilizing an electronic software platform ("E-Platform"). Shareholders will be asked to register to participate in the E-AGM and may do so by logging-on to the E-Platform by following the instructions provided below. In addition to viewing the E-AGM and voting on the E-Platform, shareholders will also be able to send their questions and/or comments during the E-AGM.

Shareholders can register on the E-Platform starting April 19, 2021. All shareholders who intend to participate in the E-AGM are required to register using their JCSD account number on the E-Platform. Information on your JCSD account number can be requested from our Registrar at:

Jamaica Central Securities Depository

Email: [jcsdrs@jamstockex.com](mailto:jcsdrs@jamstockex.com)

Telephone: (876)967-3271

Please note that registration must be completed for you to be admitted into the E-AGM and we encourage shareholders to register early so that any registration issues can be resolved ahead of the E-AGM. Shareholders who are unable to participate in the E-AGM and wish to vote by proxy must complete their proxy form by appointing the Chairman of Barita (Mr. Mark Myers c/o 15 St. Lucia Way, Kingston 5, St. Andrew) or Company Secretary of Barita (Ms. Malindo Wallace c/o 15 St. Lucia Way, Kingston 5, St. Andrew) as their proxy holder and submitting the proxy form to the Registrar: Jamaica Central Securities Depository Limited at 40 Harbour Street, Kingston at least 48 hours ahead of the E-AGM.

## E-AGM Guidelines

Please note the following protocols/guidelines for the conduct of the E-AGM:

- The E-AGM is open only to Barita shareholders;
- Shareholders'/attendees' microphones will be muted for the duration of the E-AGM's proceedings and shareholders/attendees will not be allowed to unmute them for verbal communication;
- Shareholders will be allowed to submit questions/comments during the E-AGM only by way of the "chat box" located at the bottom of the screen of the E-Platform;
- Shareholders' questions and/or comments will be addressed during the question-and-answer segment of the E-AGM;
- Shareholders are asked to submit no more than two questions and while every effort will be made to address all questions, there is no guarantee that all questions submitted by shareholders will be addressed during the E-AGM;
- Each shareholder is being asked to identify himself/herself by stating their name when submitting questions and/or comments;
- Voting on the Resolutions by shareholders will be facilitated via the E-Platform prior to the date of the E-AGM;
- During the E-AGM shareholders will be given three minutes to vote on each Resolution once it has been moved and seconded by the shareholders representing the required quorum for the AGM who are present in the room in which the proceedings are being conducted.

## Documents

We also invite shareholders to visit our website at [www.barita.com](http://www.barita.com) or [www.jamstockex.com](http://www.jamstockex.com) to view the following documents:

- Approved Court Orders for the E-AGM
- Notice of Annual General Meeting
- Proxy Instruments
- Annual Report for the year ended September 30, 2020

We appreciate that the above format is a departure from our usual format, however, every effort has been made to ensure your participation in the most convenient way given the circumstances and so we look forward to your attendance and participation at the E-AGM.

For additional information, you may contact us via [questions@barita.com](mailto:questions@barita.com) or (876) 926-2681.

## E-PLATFORM INSTRUCTIONS

### Registration Instructions

- i. Go to the Barita website at [www.barita.com](http://www.barita.com)
- ii. Click on the link to the E-Platform which will appear on a pop-up page as soon as you get to the website (<https://barita.iteneri.com/event/barita-investments-ltd-2021-virtual-agm/show>);
- iii. On the home page of the E-Platform click the “Register As” icon;
- iv. Select the registration option that applies to you;
- v. Scroll down and fill out the required information; and
- vi. Click submit and you’ll receive a confirmatory email shortly thereafter.

### Viewing Instructions

- i. Once you have registered you will be taken to the main page;
- ii. From the main page click on the “Join Now” icon; and
- iii. You will be taken straight to the E-AGM.

### Voting Instructions

- i. On the main page click the “How to Vote” icon/label to understand how to vote;
- ii. Then click “polls” on the left navigation bar;
- iii. Click the applicable active poll you want to participate in;
- iv. Choose the desired response;
- v. Click submit vote; and
- vi. Confirm your vote.

### Submitting Questions/Comments

- i. On the main page, hover your cursor at the bottom of the screen;
- ii. A pop up will appear showing a “Q&A” icon;
- iii. Click on the “Q&A” icon;
- iv. Once the messenger screen appears you may type your questions/ comments; and
- v. Click the send icon located at the top right-hand corner of the messenger screen once you have finished typing.