

Guidelines for Shareholders' Pre-Registration and Online Attendance at Guardian Holdings Limited Annual Meeting 2022

N.B. Shareholders are encouraged to NOT attend the meeting in person, in line with our commitment to take all prudent precautions to ensure the health and well-being of our employees, clients, Shareholders and other stakeholders and with the latest directives from public health and government officials in connection with the COVID-19 pandemic.

CONVENING OF ANNUAL MEETING 2022

The Annual Meeting of Shareholders of Guardian Holdings Limited for 2022 will be held in the Boardroom, Guardian Holdings Limited, Guardian Corporate Centre, 1 Guardian Drive, Westmoorings, Trinidad and Tobago on Thursday 5th May 2022 at 1:30 in the afternoon, in a hybrid format whereby Shareholders may attend and participate in the Meeting via a live webcast.

PRE-REGISTRATION

To attend the meeting, Shareholders are required to pre-register during the period 27th April 2022 to 2nd May 2022 via the following steps:

- Visit www.ghl-agm.com.
- Complete the form by typing in full name, address, valid identification number (ID Card, Passport or Driver's Permit) and valid email address in the spaces provided.
- Click 'Submit' to complete your request.

Once you are confirmed as a Shareholder or proxy on record as at 10th March 2022, you will receive an email with a Zoom username and password to attend the meeting via a live webcast on 5th May 2022.

ATTENDANCE AT ANNUAL MEETING 2022 ON 5th MAY 2022

- Shareholders as at 10th March 2022 who have pre-registered will be able to login to attend the live webcast of the Annual Meeting of the Shareholders of Guardian Holdings Limited electronically.
- You do not need to create a Zoom account to attend the meeting on the day of the event (5th May 2022), but you will need to download the Zoom app, as **voting can only be done from the Zoom app**.
- Click on the Zoom link (it will look something like this: <https://otago.zoom.us/j/123456789>) (this is not the link, just an example).
- If a pop-up appears on your computer asking to open the link in the Zoom app, select "Allow".
- Please enter the Meeting I.D.

Guidelines for Shareholders' Pre-Registration and Online Attendance at Guardian Holdings Limited Annual Meeting 2022 (continued)

- Enter your full name (first name and surname).
- Enter your password.
- As an attendee to this meeting, you will **NOT** be able to unmute your microphone or camera. You will **NOT** be able to see or message other attendees. You will have the ability to see and hear the Chairman of the meeting, as well as any presentations made at the meeting. You will be able to vote on the resolutions put before the meeting, and you will be able to post questions during the question-and-answer segment.
- For security reasons, you will **NOT** be able to login and view the meeting on more than one device at a time.
 - o If switching devices, you will need to log out of the current device first.
 - o The invitation link received, will only work on one device, so please do not share this link.
- You will have an opportunity to ask questions when prompted by the Chairman, by text only, via the Q&A section of your Zoom app.
- To return to the meeting after asking a question press "Close".
- Do not use the "Hands Up" feature for this meeting as it will not be acknowledged.
- When it is time to vote on the Resolutions, a popup screen will appear stating the Resolution number e.g. Resolution 1 and the text of the resolution. Simply click (press for touch screens) on the button next to the word "For" or "Against" depending on your vote.
- Please select carefully as you cannot change your vote or vote multiple times.
- Please be advised that the use of the Zoom app requires either a working smart phone/tablet or a working computer and an internet connection.
 - o Remember, internet browsers do not support voting, so you must download the Zoom app on your computer or smart phone/tablet before the event.
- We recommend the use of a high-speed internet connection and a fully charged mobile device. If on a Wi-Fi network, limit the amount of video streaming from other devices.
- Guardian Holdings Limited is **NOT** responsible for the reliability of Shareholders devices or internet connection speed.