



## Shareholders' Advisory Notice 2022 Annual General Meeting

To our Shareholders:

### E-AGM Format

Barita Investments Limited ("**Barita**") will host its 44<sup>th</sup> Annual General Meeting ("AGM") as a virtual meeting ("**E-AGM**") on **Friday, July 1, 2022 at 10:00 a.m.** in accordance with the Companies Act.

In order to facilitate the 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 ask questions and/or make comments during the E-AGM.

Shareholders can register on the E-Platform starting June 27, 2022. 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 (including the TRN for their proxy) and submit 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 and appointed proxies;
- Shareholders'/attendees' microphones will be muted during the E-AGM's proceedings. However, as usual, shareholders' questions and/or comments will be addressed during the question and answer segment of the E-AGM and during that segment, shareholders who indicate a desire to ask questions verbally will have their microphones unmuted, and shareholders will also be able to ask questions or make comments using the Q&A feature, the icon for which will be located at the bottom of the E-Platform;
- Shareholders are asked to submit or ask 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/including his/her name when asking or submitting questions and/or comments;
- Shareholders who wish to be seen on camera will be visible to the other shareholders on turning on their camera, and all shareholders who wish to ask their questions verbally are being asked to turn on their camera before speaking;
- Voting on the Resolutions by shareholders will be facilitated via the E-Platform on the date of the E-AGM;
- During the E-AGM, shareholders will be given two 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:

- Notice of Annual General Meeting
- Proxy Instruments
- Schedule to Notice of Annual General Meeting
- Annual Report for the year ended September 30, 2021

Every effort has been made to facilitate your participation in the most convenient way given the format of the meeting 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://iteneri.com/barita>);
- iii. On the home page of the E-Platform click the “Register As” icon;
- iv. Select the registration option that applies to you (i.e. Barita shareholder or proxyholder);
- 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 “Live Stream” icon located on the left navigation menu; 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. To vote select the “Vote Now” option on the left navigation menu;
- iii. A pop-up window will appear indicating the launch of the polls;
- iv. Click the applicable active poll you want to participate in;
- v. Choose your desired response by selecting the “For” or “Against” option;
- vi. Click the “submit vote” button at the bottom of the pop-up; and
- vii. Confirm your vote.

### Raising Questions/Comments

#### Submitting Questions or Comments

- i. Click the Q&A icon located to right of your screen;
- ii. Enter your question(s) or comment(s) into the text box to the lower right;
- iii. After typing your question/comment click the send button located at the right of the text box.

#### Verbal Communication

- i. If you wish to ask your question or comment verbally you may indicate your desire to do so by raising your hand on the E-Platform by clicking the “raise hand” icon located at the bottom of the screen;
- ii. Please turn on your camera once you have electronically raised your hand;
- iii. Once you have been acknowledged by the Chairman, select the “speak” icon located at the bottom center of your screen;
- iv. Click on the “Join Audio by Computer” icon;
- v. Then click on the “unmute” icon located at the bottom center of your screen;
- vi. Click on “mute my microphone” and wait to be addressed to speak, as applicable.