

# Shareholder Advisory

## **PROTOCOLS FOR MEETING**

Sygnus Credit Investments Limited (“SCI”) will host its 5th Annual General Meeting (“AGM”) on Wednesday, January 18, 2023, at 10:00 a.m. (Jamaica time), 11:00 a.m. Saint Lucia time. The AGM will be a hybrid meeting with a satellite location at the Talk of the Town Suite of the Jamaica Pegasus Hotel, 81 Knutsford Boulevard, Kingston 5.

SCI will continue to observe safety protocols for the AGM, whilst the wearing of masks will not be mandatory, shareholders who will be in physical attendance at the satellite location may choose to wear a mask during the meeting.

All shareholders who will be attending and participating in the meeting must register on the E-Platform to gain access to the meeting. Shareholders are therefore encouraged to register early so that any registration issues encountered can be resolved prior to the AGM. Shareholders may attend the meeting either “virtually” or “in-person” at the satellite location.

Given the limited capacity at the satellite location, to ensure that all shareholders who wish to attend physically can be comfortably hosted, shareholders are asked to indicate at the time of registration whether they will be in physical attendance.

## **IN-PERSON ATTENDANCE**

1. Shareholders who will be in physical attendance will be asked to register on the E-Platform to record their attendance.
2. On the day of the AGM, each shareholder in physical attendance will be required to register with the Registrar at the entrance of the satellite location.
3. If the maximum capacity of the satellite location is exceeded, preference will be given to shareholders who pre-registered for the AGM and indicated that they will be in physical attendance.
4. It is recommended that shareholders in physical attendance wear a mask whilst in the meeting room.
5. Shareholders are asked to limit physical contact with others while in the meeting room.
6. To ensure the smooth flow of the meeting and to avoid interruptions, we ask that shareholders limit movements in and out of the meeting as much as possible.
7. During the question and answer session, shareholders who wish to ask a question should indicate by show of hands and one of our hosts will acknowledge and provide a microphone. Prior to posing a question, shareholders should state their names for the record.
8. Shareholders are asked to limit their questions to two (2), to give others an opportunity to pose their questions and to ensure the AGM’s agenda can be completed on time.

## **VIRTUAL ATTENDANCE**

1. To register for the AGM, shareholders attending virtually should log on to the E-Platform and follow the instructions provided below.
2. Shareholders can register on the E-Platform starting on January 13, 2023. Shareholders are required to register using their Taxpayer Registration Number (TRN), the TRN will be linked to your JCSD number(s) on the E-Platform.
3. All shareholders attending virtually will be able to vote on the Resolutions. Voting will be facilitated via the E-Platform on the date of the AGM. Shareholders will be given two minutes to vote on each Resolution.

4. For each Resolution the Chairman will read the Resolution to be adopted and the shareholders will be asked to vote FOR or AGAINST the Resolution by following the instructions provided below.
5. For shareholders attending virtually, all microphones will be muted during the meeting and video will also be turned off.
6. During the question-and-answer section, shareholders will be able to ask questions using the Q&A tab on the E-Platform. Shareholders should type the question in the Q&A section, the question will be read aloud so that all the other attendees can hear the question. A response will be provided by a member of the panel.

### HOW TO REGISTER FOR THE MEETING

Shareholders may choose to register to attend “in person” at the satellite location or to attend the meeting “virtually”. All shareholders who will be attending the meeting will be required to register. To register follow the below steps:

1. Click on the **link** to the E-Platform (<http://agm.sygnuscredit.com/>)
2. On the **home** page scroll down or hover over the **Attendee’s** tab at the top right hand corner of the page and select the registration option that applies to you:
  - a. SCI shareholder – virtual attendance; or
  - b. SCI shareholder – in-person attendance
3. Enter your **TRN**;
4. Select **Verify & Continue**;
5. Once registered, we ask that you copy the **access link** that will be provided on the screen, you will access the AGM via this link;
6. For shareholders with an email address on file, a confirmation email will also be sent with the link to access the AGM;
7. On the day of the AGM click on the link provided, you will be taken straight to the AGM; and
8. Click on the “**Live Stream**” icon located on the navigation menu to the left of your screen to join the meeting.

### HOW TO CAST A VOTE

#### IN-PERSON ATTENDANCE

1. Shareholders in physical attendance will vote by a show of hands.
2. The Chairman of the meeting will read the Resolution and shareholders in attendance will be asked to vote for the resolution via a show of hands.
3. Shareholders who are **FOR** the resolution will raise their hands followed by shareholders who are **AGAINST** the resolution.
4. The scrutineer present will take a count of the number of hands raised for and against the resolution and this total will be added to the Shareholders who voted virtually and via proxy.
5. If a voter abstains, their vote will not be included in the count.

#### VIRTUAL ATTENDANCE

1. During resolutions, wait for your options to pop up on-screen **OR** Click **Vote Now** on your screen.
2. Select the **FOR** or **AGAINST** options.
3. Select **Submit Vote** at the bottom of the popup.
4. You will be asked to confirm your vote:
5. Select “**Yes**” to confirm your vote
6. Select “**No**” if you want to change your vote.

### **VOTING VIA PROXY**

1. Shareholders who are unable to participate in the AGM either physically or virtually and wish to vote, may vote by proxy.
2. Shareholders who wish to appoint a proxy other than the Chairperson of the Meeting, must complete a Proxy Form and insert the Proxy's name and address and delete "the Chairperson of the Meeting".
3. The Proxy Forms should include the TRN for the Proxy.
4. To be valid, the completed Proxy Form must be delivered to the Company at Bella Rosa Road, Gros Islet, Saint Lucia, or, in the case of shareholders resident in Jamaica, at Unit 28, 80 Lady Musgrave Road, Kingston 10, Saint Andrew, Jamaica **not less than 48 hours before the date of the meeting.**
5. Proxy forms may also be delivered by e-mail in pdf format to: [sci@sygnusgroup.com](mailto:sci@sygnusgroup.com)

### **HOW TO ASK A QUESTION (SHAREHOLDERS ATTENDING VIRTUALLY)**

1. Select the **Q&A option** that is located on your screen.
2. Enter your questions into the text box provided.
3. Select the **send** button located to the right of the text box..

### **AGM DOCUMENTS**

The Notice of the Annual General Meeting, the Annual Report, and the Proxy Form ("AGM Documents") may be accessed on the Jamaica Stock Exchange website at [www.jamstockex.com](http://www.jamstockex.com) and on our website at [www.sygnusgroup.com](http://www.sygnusgroup.com). Copies of the AGM Documents were also emailed to all our shareholders who provided us with an email address. Hard copies were also sent to shareholders via post.

Should you require a hard copy of the Annual Report or need any additional information about the AGM, please send an email to [sci@sygnusgroup.com](mailto:sci@sygnusgroup.com).

We value you as a shareholder and look forward to your attendance and participation at our 2022 Annual General Meeting.

Sincerely,

**Sygnus Credit Investments Limited**