

## CARIBBEAN CEMENT COMPANY LIMITED

### GUIDELINES FOR SHAREHOLDERS ON VIRTUAL ATTENDANCE AND PARTICIPATION AT THE 72<sup>nd</sup> ANNUAL GENERAL MEETING

The details on registration are included in the Notice of Annual General Meeting. Shareholders are encouraged to register early to facilitate the validation process and issuance of unique login credentials.

#### 1. Unique Login Credentials

Subsequent to registration and the validation process, unique login credentials (a link and password) shall be sent by email from a sender named "CCCL Annual General Meeting"

- If the shareholder or proxyholder does not receive this email in the primary email inbox of the email address provided during registration, a search of the spam folder or other folders generated by the email provider should be conducted. If the email is not received, please contact Caribbean Cement Company Limited at [agm@caribcement.com](mailto:agm@caribcement.com).
- Unique login credentials are intended for use by the recipient **ONLY**, and therefore should not be shared.

#### 2. Webcast Connectivity

The meeting shall be hosted via the Zoom platform. The following are important to note:

- A Zoom account is not required to login via the link, however, shareholders and proxyholders will need to download the Zoom App (Zoom desktop client for Mac, Windows, or Linux OR Zoom mobile app for iOS or Android). Download is strongly recommended as voting can only be done through the Zoom App (internet browsers do not support the voting features which will be used in the meeting and shareholders and proxyholders who connect via browser, will not have access to vote).
- The use of the Zoom App requires internet connection and a working smartphone/tablet/computer ("device") with enough space for installation.
- If the Zoom App was previously downloaded, it is recommended that the App be updated.
- Use of a high-speed internet connection and a fully charged device is recommended. For WIFI networks, consider limiting video streaming from other devices during the meeting. Caribbean Cement Company Limited is not responsible for the reliability of the device being used or internet connection speed.

#### 3. Attendance and Participation

##### • Joining the Meeting

- i. To join the meeting on the day of the event, retrieve the email with the unique login credentials and click on the blue text [Click Here to Join](#).
- ii. If a popup appears on the device being used, prompting to open the link in the Zoom app, select "Allow".
- iii. Shareholders and proxyholders will not be able to unmute their microphones or activate their cameras independently. Such access is controlled by the host.
- iv. For security purposes, shareholders and proxyholders will not be able to view the meeting on more than one device at a time. If a shareholder or proxyholder is

switching between devices, such person(s) would need to log out of the meeting, before reconnecting via an alternate device.

- **Proceedings of the Meeting**

During the meeting, shareholders and proxyholders will have the ability to see and hear the proceedings of the meeting.

- **Voting**

Shareholders and proxyholders will have the ability to vote on the resolutions put before the meeting. When it is time to vote on a resolution, a popup screen will appear with the resolution. Select the button next to the word “For” or “Against” depending on the proposed vote. Please select carefully as votes cannot be changed after submission.

- **Questions and Answers**

Shareholders and proxyholders will have an opportunity to ask questions by text, via the **Q&A** section of the Zoom App. Questions can be posted at any time during the proceedings and would be addressed by the panel during the Q&A segment. After posting a question, select “Close” to return to the meeting. For this meeting, the “Raise Hand” feature would only be used for the motions in respect of the resolutions and the “Chat” feature would not be used.

Any questions with respect to these guidelines, can be sent via email to [agm@caribcement.com](mailto:agm@caribcement.com).