

# Guidelines for Shareholders' Pre-Registration and Online Attendance at Guardian Holdings Limited Annual Meeting 2025

## CONVENING OF ANNUAL MEETING 2025

The Annual Meeting of Shareholders of Guardian Holdings Limited for 2025 will be held in the Atrium, Guardian Holdings Limited, Guardian Corporate Centre, 1 Guardian Drive, Westmoorings, Trinidad and Tobago, on Monday, 12<sup>th</sup> May, 2025 at 1:00 p.m., in a hybrid format. Shareholders may attend the meeting in person or via live webcast.

## PRE-REGISTRATION

To attend the meeting online, Shareholders must pre-register during the period 28<sup>th</sup> April, 2025 to 11<sup>th</sup> May, 2025 via the following steps:

- Visit [www.ghl-agm.com](http://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 of 8<sup>th</sup> April, 2025, you will receive a confirmation email with a Zoom username and password to attend the meeting via a live webcast on 12<sup>th</sup> May, 2025.

## ATTENDANCE AT ANNUAL MEETING ON 12<sup>TH</sup> MAY, 2025

Shareholders on the register as of 8<sup>th</sup> April, 2025, 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.

- You do not need to create a Zoom account to attend the meeting on 12<sup>th</sup> May, 2025, but you must download the Zoom app, as voting can only be done through the app.
- Click on the Zoom link provided in your confirmation email (example: <https://otago.zoom.us/j/123456789>) (this is not the actual link, just an example).
- If prompted by a pop-up window to open the Zoom app, select "**Allow**."
- Enter the **Meeting I.D.**
- Enter your **full name** (first name and surname).
- Enter your **password**.

## MEETING PARTICIPATION RULES

- As an attendee via the live webcast, you will not be able to unmute your microphone or camera.
- You will **not** be able to see or message other attendees.

- You **will** be able to see and hear the Chairman, as well as any presentations made during the meeting.
- You **will** be able to vote on the resolutions presented.
- You **will** be able to submit questions during the question-and-answer segment.

For security reasons:

- You will **not** be able to log in and view the meeting on more than one device at a time.
- If switching devices, you must log out of the current device first.
- The invitation link will only work on one device—**do not share this link**.

## VOTING PROCESS

- You can submit questions via the **Q&A** section of the Zoom app when prompted by the Chairman.
- To return to the meeting after submitting a question, press "**Close**."
- Do not use the "Hands Up" feature, as it will not be acknowledged.
- When it is time to vote, a pop-up screen will display the resolution number (e.g., Resolution 1) along with the text of the resolution.
- Click (or press, if using a touchscreen) the button next to "**For**" or "**Against**" to cast your vote.
- Select carefully, as you cannot change your vote or vote multiple times.

## TECHNICAL REQUIREMENTS

- The Zoom app requires a working smartphone/tablet or computer with an internet connection.
- Voting is not supported on internet browsers—you must download the Zoom app before the event.
- We recommend using a high-speed internet connection and a fully charged mobile device.
- If using Wi-Fi, limit video streaming from other devices for a stable connection.

**Guardian Holdings Limited is not responsible for the reliability of Shareholders' devices or internet connection speed.**