

Guidelines for Shareholders' Pre-Registration and Online Attendance at Massy Holdings Ltd. Annual Meeting 2021

N.B.: Shareholders are encouraged **NOT** to attend the meeting in person as part our response and commitment to ensuring and maintaining the health and well-being of all our stakeholders, as far as is reasonably possible, and in accordance with the latest directives from local public health and government officials in relation to public gatherings, as a national response to the COVID-19 pandemic.

Convening of Annual Meeting 2021

The 2021 Annual Meeting of Shareholders of Massy Holdings Ltd. will be held in the **Scarlet Ibis Room, Hilton Trinidad and Conference Centre**, 1B Lady Young Road, Port-of-Spain, Trinidad and Tobago, on **January 22, 2021** at 10:00 a.m., in a hybrid format whereby Shareholders may attend and participate in the Meeting via a live webcast.

Pre-Registration for Annual Meeting 2021

To attend the Meeting, Shareholders are required to pre-register during the period commencing on **December 24, 2020** and ending at 4:00 p.m. on **January 19, 2021** via the following steps:

- Visit **www.massygroup.com**.
- Complete the form - type 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, you will receive an email with a Zoom link, Meeting ID and password for the live webcast meeting.

Attendance at Annual Meeting on January 22, 2021

- Shareholders who have pre-registered and have been confirmed will be able to login to attend the live webcast of the Annual Meeting of the Shareholders of Massy Holdings Ltd.
- **You will need to download the Zoom app, as voting can only be done from the Zoom app.** There is no need to create a Zoom account.
- Click on the Zoom link provided in your confirmation email. This is an example only of how the link will look:
<https://otago.zoom.us/j/123456789>
- If a pop-up appears on your computer asking to open the link in the Zoom app., select "Allow".
- Please enter the Meeting ID.
- You must enter your full name (first name and last name) as pre-registered.
- Enter password.

Notes:

- As an attendee to this meeting, you will **NOT** be able to unmute your microphone or turn on your 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.
 - If switching devices, you will need to log out of the current device first.
 - 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 by text only, via the Q&A section of your Zoom app. when prompted by the Chairman.
- To return to the meeting after asking a question click "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 with enough space for installation or a working computer and an internet connection.
 - 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.
- Massy Holdings Ltd. is **NOT** responsible for the reliability of Shareholders' devices or internet connection speed.