



SINARAN ADVANCE GROUP BERHAD
[Registration No. 202001007513 (1363833-T)]
(Incorporated in Malaysia)

FIRST ANNUAL GENERAL MEETING

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Online Meeting Platform</u>
Friday, 24 September 2021	11:00 a.m.	Fully virtual basis and entirely via remote participation and voting via online meeting platform at https://rebrand.ly/SinaranAGM provided by Mlabs Research Sdn. Bhd. in Malaysia

MODE OF MEETING

As a result of the implementation of the National Recovery Plan (“**NRC**”) and relevant standard operating procedures (“**SOPs**”) issued by Majlis Keselamatan Negara (“**MKN**”) for phases under the NRC, the Securities Commission Malaysia (“**SC**”) had on 16 July 2021, revised the Guidance Note and Frequently Asked Questions on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 (“**Revised Guidance Note and FAQ**”), to require all meeting of participants of a fully virtual general meeting including the Chairperson of the meeting, Board members, senior management and shareholders to participate in the meeting online. Physical gatherings irrespective of size is prohibited.

All shareholders whether individual shareholders, corporate shareholders, proxy holders, authorised nominees or exempt authorised nominees who wish to attend the First Annual General Meeting (“**1st AGM**”) will have to register to attend the AGM remotely by using the Remote Participation and Voting (“**RPV**”) Facilities, the details as set out below. Hence, **NO SHAREHOLDERS/PROXIES** will be allowed to be physically present at the venue on the day of the AGM.

RPV

1. The AGM will be conducted entirely through live streaming and online remote voting. Should you wish to attend the AGM, you will be required to do so by registering yourself using the RPV Platform in accordance with the instructions set out under Section 4 below.

With the RPV Platform, you may exercise your rights as a Shareholder to participate (including to pose questions to the Board of Directors (“**Board**”) and vote at the AGM.

2. If a shareholder is unable to attend the AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
3. For proxies or corporate representatives / authorised nominees / exempt authorised nominees who wishes to use the RPV Platform at the AGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are submitted to ShareWorks Sdn. Bhd. at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia not later than Wednesday, 22 September 2021 at 11:00 a.m.

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4. The procedures for the RPV in respect of the live streaming and remote voting at the AGM is as follows:

Procedures	Action
Before AGM	
1. Register as participant in Virtual AGM	<ul style="list-style-type: none"> Using your computer, access the registration website at https://rebrand.ly/SinaranAGM Click on the Register link to register for the AGM session. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
2. Submit your online registration	<ul style="list-style-type: none"> Shareholders who wish to participate and vote remotely at the AGM via RPV Facilities are required to register prior to the meeting. The registration will be open from 26 August 2021 on 5:00 p.m. and the registration will close at 22 September 2021 on 11:00 a.m. Clicking on the link mentioned in item 1 will redirect you to the AGM event page. Click on the Register link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). Insert your CDS account number(s) and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declarations. Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors of the Company as at 17 September 2021, the system will send you an email to notify you if your registration is approved or rejected after 19 September 2021. If your registration is rejected, you can contact the Company's Poll Administrator or the Company for clarifications to appeal.
On the day of AGM	
3. Attending Virtual AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the AGM day, while the 2nd will be sent 1 hour before the AGM session. Click Join Event in the reminder email to participate the RPV.
4. Participate with live video	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/Board, you may use the Q&A panel to send your questions. The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.

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Procedures		Action
5.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the Voting session and the duration allowed at the respective AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the AGM, the live session will end.

REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally attend and participate in the AGM via RPV Platform, the Shareholder must contact ShareWorks Sdn. Bhd. to revoke the appointment of his/her proxy no later than 22 September 2021 at 11:00 a.m.

POLL VOTING

The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"). The Company has appointed ShareWorks Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed or otherwise.

The results of the voting for all resolutions will be announced at the AGM and on Bursa Securities website at www.bursamalaysia.com.

NO RECORDING OR PHOTOGRAPHY

Strictly NO recording or photography of the proceedings of the AGM is allowed.

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be no distribution of breakfast / lunch packs, door gifts or food vouchers,

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following officers during office hours (from 9.00 a.m. to 5.30 p.m. (Monday to Friday)):

For registration, logging in and system related:

MI Labs Research Sdn. Bhd.

Name : Mr. Bryan / Mr. Hong
Telephone : 03-7688 1013
Email : vgm@mlabs.com

For Proxy and other matters:

ShareWorks Sdn. Bhd.

Name : Mr. Chan Wai Kien / Mr. Vemalan a/I Naraynan
Telephone No. : 03-6201 1120
Email : ir@shareworks.com.my