



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

EXTRAORDINARY GENERAL MEETING

ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Online Meeting Platform</u>
Friday, 24 September 2021	12:00 p.m. or immediately after the conclusion or adjournment (as the case may be) of the 1st Annual General Meeting of the Company which will be held on the same day at 11.00 a.m., whichever is later, or any adjournment thereof	Fully virtual basis and entirely via remote participation and voting via online meeting platform at https://rebrand.ly/SinaranEGM 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 Extraordinary General Meeting (“**EGM**”) will have to register to attend the EGM 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 EGM will be conducted entirely through live streaming and online remote voting. Should you wish to attend the EGM, 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 EGM.

2. If a shareholder is unable to attend the EGM, 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 EGM, 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 or via email to ir@shareworks.com.my not later than Wednesday, 22 September 2021 at 12:00 p.m.

(Administrative Guide for the EGM to be held on Friday, 24 September 2021 – cont'd)

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

Procedures		Action
Before EGM		
1.	Register as participant in Virtual EGM 	<ul style="list-style-type: none"> Using your computer, access the registration website at https://rebrand.ly/SinaranEGM Click on the Register link to register for the EGM session. If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click Register and enter your email followed by Next to fill in your details to register for the EGM 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 EGM via RPV Facilities are required to register prior to the meeting. The registration will be open from 9 September 2021 on 5:00 p.m. and the registration will close at 22 September 2021 on 12:00 p.m. Clicking on the link mentioned in item 1 will redirect you to the EGM 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 EGM		
3.	Attending Virtual EGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the EGM day, while the 2nd will be sent 1 hour before the EGM 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.

(Administrative Guide for the EGM to be held on Friday, 24 September 2021 – cont'd)

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 EGM. 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 EGM, the live session will end.

REVOCAION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the EGM and subsequently decides to personally attend and participate in the EGM 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 12:00 p.m.

POLL VOTING

The voting at the EGM 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 EGM and on Bursa Securities website at www.bursamalaysia.com

NO RECORDING OR PHOTOGRAPHY

Strictly NO recording or photography of the proceedings of the EGM 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:

MIabs 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/l Naraynan
Telephone No.: 03-6201 1120
Email : ir@shareworks.com.my