



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

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM” OR “MEETING”) OF SINARAN ADVANCE GROUP BERHAD (“SAG” OR THE “COMPANY”)

Meeting Day, Date : Tuesday, 19 March 2024

Time : 11:00 a.m.

Main Venue (Broadcast Venue) : 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

Meeting Platform : <https://rebrand.ly/SinaranEGM> operated by Inshub Sdn. Bhd.

MODE OF MEETING

In line with the Government’s directive and the revised Guidance Note and Frequently Asked Questions (“**FAQs**”) on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022 (“**SC Guidance**”), the EGM of the Company will be conducted on **a virtual basis via remote participation and voting.**

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the EGM using the RPV facilities operated by Inshub Sdn. Bhd. via <https://rebrand.ly/SinaranEGM>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this EGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/SinaranEGM> operated by Inshub Sdn. Bhd.

As the EGM will be held as a virtual meeting, shareholders who are unable to participate in this EGM via RPV facilities may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.


NO SHAREHOLDERS/PROXIES will be allowed to be physically present at the Broadcast Venue on the day of the Meeting.

PROCEDURES FOR THE RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate remotely in the EGM using the RPV facilities are advised to follow the requirements and procedures as indicated below:-



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	Procedures	Actions
BEFORE THE EGM DAY		
(a)	Register as a participant in SAG Virtual EGM 	<ul style="list-style-type: none"> Using your computer, access the 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.
(b)	Submit your online registration	<ul style="list-style-type: none"> The registration for the EGM is open from 5:00 p.m. on Monday, 26 February 2024 and will close at 11:00 a.m. on Sunday, 17 March 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV. Clicking on the link 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. Kindly fill in the CDS account number and indicate the number of shares you hold. If you have more than one CDS account, please state the CDS account number and indicate the number of shares held separately with a comma (,). 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. The system will send an email to notify that your registration for remote participation is received and pending verification. After verification of your registration against the General Meeting Record of Depositors dated 13 March 2024, the system will send you an e-mail to notify you if your registration is approved or rejected after 14 March 2024. If your registration is rejected, you can contact Inshub Sdn. Bhd. for clarifications or to appeal.



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	Procedures	Actions
ON THE DAY OF THE EGM		
(c)	Attending SAG Virtual EGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email is one day before the EGM day, while the second email will be sent 1 hour before the EGM session. Click Join Event in the reminder email to participate the RPV. Please ensure you have downloaded and installed Cisco WebEX Meetings application before attending the Virtual EGM.
(d)	Participating 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. Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(e)	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the announcement of the Voting session and the duration allowed at the EGM. A link to vote for the resolution(s) will be posted at the right-hand side of your computer screen under "chat". You are required to access the link and to indicate your votes for the resolution(s) within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

RECORD OF DEPOSITORS ("ROD")

Only a depositor whose name appears on the ROD as at 13 March 2024 shall be entitled to attend, speak and vote at the EGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend and/or vote on his/her behalf.

INDIVIDUAL MEMBERS

Individual members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the EGM. Please refer to the details as set out above for information.

If an individual member 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 Proxy Form in accordance with the notes and instructions printed therein.



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CORPORATE MEMBERS

Corporate members (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the EGM using the RPV Facilities. Corporate members who wish to participate and vote remotely at the EGM must be deposited the following documents to the Share Registrar's office at Workshire Share Registration Sdn. Bhd., A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan, Malaysia:-

- i. Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- ii. Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
- iii. Corporate Representative's or proxy's email address and mobile phone number.

Upon receipt of such documents, Inshub Sdn. Bhd. or the Company will respond to your remote participation request.

If a Corporate member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the EGM, it is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

NOMINEE COMPANY MEMBERS

The beneficiaries of the shares under a Nominee Company's CDS account ("**Nominee Company member(s)**") are also strongly advised to participate and vote remotely at the EGM using RPV Facilities. Nominee Company members who wish to participate and vote remotely at the EGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the EGM. Nominee Company must be deposited the following documents to the Share Registrar's office at Workshire Share Registration Sdn. Bhd., A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan, Malaysia:-

- i. Proxy Form under the seal of the Nominee Company;
- ii. Copy of the proxy's MyKad (front and back)/Passport; and
- iii. Proxy's email address and mobile phone number.

Upon receipt of such documents, Inshub Sdn. Bhd. or the Company will respond to your remote participation request.

If a Nominee Company member is unable to attend the EGM, it is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

If a member is unable to attend the EGM, he/she may appoint a proxy or the Chairman of the meeting as his/her proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.



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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 participate in the EGM via RPV Platform, the Shareholder must contact Workshire Share Registration Sdn. Bhd. to revoke the appointment of his/her proxy no later than **Sunday, 17 March 2024 at 11:00 a.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 Workshire Share Registration 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 on Bursa Securities website at www.bursamalaysia.com.

RECORDING/PHOTOGRAPHY

By participating at the EGM, you agree that no part of the EGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electrical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

BREAKFAST/LUNCH PACKS, DOOR GIFTS OR VOUCHERS

There will be NO distribution of breakfast / lunch packs, door gifts or vouchers.

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following persons during office hours (from 9:00 a.m. to 5:30 p.m. (Monday to Friday except public holidays)):-

For Registration, logging in and system related:	For Proxy and other matters:
Name: Ms. Eris/ Mr. Calvin Telephone No.: 03-7688 1013 Email: vqm@mlabs.com	Name: Mr. Tee Yee Loon / Mr. Vemalan Telephone No.: 03-6413 3271 Email: infosr@wscs.com.my