



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

**ADMINISTRATIVE GUIDE
FOR THE FIFTH ANNUAL GENERAL MEETING OF
SINARAN ADVANCE GROUP BERHAD**

Meeting day, date : Tuesday, 3 June 2025

Time : 3:00 p.m.

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

(b) Online Meeting Platform
Virtual basis through Remote Participation and Voting (RPV)
facilities via <https://rebrand.ly/SinaranAGM> operated by
InsHub Sdn. Bhd.

1. MODE OF MEETING

The Fifth Annual General Meeting ("**5th AGM**") of Sinaran Advance Group Berhad ("**Company**") will be conducted on a hybrid mode in accordance with Paragraph 8.27A of the Main Market Listing Requirements ("**Main LR**") of Bursa Malaysia Securities Berhad ("**Bursa Securities**") and Principle C of the Malaysian Code on Corporate Governance (MCCG) whereby listed issuers are encouraged to leverage technology in conducting general meetings to facilitate voting and remote shareholders' participation.

Shareholders shall have the option to attend the hybrid AGM either physically at the Main Venue ("**Physical Attendance**") or virtually via Online Meeting Platform ("**Virtual Attendance**").

2. REGISTRATION FOR PHYSICAL ATTENDANCE AT THE 5TH AGM

- (a) Registration will commence at 2:00 p.m. (or if earlier as may be determined by the Company) and will end at a time as directed by the Chairman of the Meeting.
- (b) Kindly present your original MyKad or passport (for Non-Malaysian) to the registration personnel at the registration counter for verification.
- (c) Upon verification, you are required to sign the Attendance List and will be given a wristband for entry to the meeting venue. There will be no replacement of wristband in the event you lose or misplace the wristband.
- (d) Registration on behalf of another person even with his/ her original MyKad or passport is strictly **NOT ALLOWED**.
- (e) If you are attending the 5th AGM as shareholder as well as proxy, you will be registered once and will only be given one wristband.

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3. SHAREHOLDERS' PARTICIPATION AT THE 5TH AGM VIA RPV FACILITIES

Shareholders are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, "participate") remotely at the 5th AGM using the RPV facilities via <https://rebrand.ly/SinaranAGM>.


A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 5th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/SinaranAGM>.

You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 5th AGM.

Kindly refer to the Procedures for RPV facilities as set out below for the requirements and procedures.

4. PROCEDURES FOR RPV FACILITIES

Please read and follow the requirements and procedures below to engage in remote participation through live streaming and online remote voting at the 5th AGM using the RPV facilities: -

Procedure		Action
BEFORE THE 5TH AGM DAY		
(a)	<p>Register as participant for the 5th AGM</p> 	<ul style="list-style-type: none"> The online registration will open on Wednesday, 30 April 2025 at 5:00 p.m. until the day of the 5th AGM on Tuesday, 3 June 2025. Using your computer, access the registration website at https://rebrand.ly/SinaranAGM If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click Register and fill in all the required information to complete the registration. Read and agree to the Terms & Conditions and confirm the Declaration. Please ensure all information given is accurate before proceed to submit your registration. Failure to do so will result in your registration being rejected. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. After verification of your registration with the General Meeting Record of Depositors of the Company as at 27 May 2025, the system will send you an email to notify you if your registration is approved or rejected after 28 May 2025.

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Procedure		Action
		<ul style="list-style-type: none"> If your registration is rejected, you can contact the Inshub Sdn. Bhd. for clarifications or to appeal. 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.
ON THE DAY OF THE 5TH AGM		
(a)	Attending 5th AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email will be sent one day before the 5th AGM, while the second email will be sent 1 hour before the commencement of the 5th AGM session. Click Join Webinar in the reminder email to participate the RPV.
(b)	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 in 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 whole session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internal connection at your location.
(c)	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 5th AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen under the "Slido" panel. You are required to fill in your full MyKad or Passport number and indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button once you have review and confirm your casted votes. Votes cannot be changed once it is submitted. Note that your vote will be deemed invalid if the MyKad or Passport number is incorrect or invalid.
(d)	End of RPV facility	<ul style="list-style-type: none"> Upon the announcement by the Chairman of Meeting on the closure of the 5th AGM, the live streaming will end.



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required to deposit the following documents to the Share Registrar's office at Prosec Share Registration Sdn. Bhd., DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than **Sunday, 1 June 2025 at 3:00 p.m.**

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

If an institutional member is unable to participate the 5th AGM, the institutional member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

6. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the 5th AGM and subsequently decides to personally participate in the 5th AGM via RPV facilities, the Shareholder must contact the Share Registrar, Prosec Share Registration Sdn. Bhd. to revoke the appointment of his/her proxy no later than **Sunday, 1 June 2025 at 3:00 p.m.**

7. VOTING AT MEETING

The voting at the 5th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main LR of Bursa Securities. The Company has appointed Prosec Share Registration Sdn. Bhd. as the Poll Administrator and SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

Shareholder(s)/proxy(ies)/corporate representative(s) can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the voting session announced by the Chairman of the Meeting. Kindly refer to the "**Procedures for RPV facilities**" provided above for guidance on how to vote remotely via the RPV facilities.

All Shareholder(s)/proxy(ies)/corporate representative(s) attending the 5th AGM physically are advised to bring their **own personal device** in order to vote via QR code which will be shown at the meeting venue.

The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions tabled for voting is duly passed or otherwise.

8. RESULTS OF THE VOTING

The resolutions proposed at the 5th AGM and the results of the voting for the same will be announced at the 5th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.



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9. NO RECORDING OR PHOTOGRAPHY

By participating at the 5th AGM, you agree that no part of the 5th AGM 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, electronical, 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.

10. NO DOOR GIFTS, VOUCHERS OR MEALS

There will be NO distribution of door gifts, vouchers or meals.

11. OTHER INFORMATION FOR PHYSICAL ATTENDANCE AT THE 5TH AGM

- (a) Parking bays are available at Menara Lien Hoe. Kindly use Touch 'n Go card, debit card or credit card to enter the parking bay as it is a cashless payment system.
- (b) All attendees are required to register with the security personnel at the lobby of the building before they access to the meeting venue.
- (c) Although the wearing of face mask in an enclosed area is now optional, attendees are encouraged to wear the face mask throughout the meeting session.

12. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):-

- (i) **For registration, logging in, connection to live stream meeting or online voting:**

InsHub Sdn. Bhd.

Name : Ms. Eris / Mr. Calvin / Ms. Ameera
Contact No. : 03-7688 1013
Email : vgm@mlabs.com

- (ii) **For Form of Proxy and other matters:**

Prosec Share Registration Sdn. Bhd.

Name : Mr. Vemalan / Mr. Tee Yee Loon
Contact No. : 03-3008 1123
Email : sharereg@prosec.com.my



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

NOTIFICATION TO SHAREHOLDERS

Dear Shareholders,

Thank you for your continued support for Sinaran Advance Group Berhad ("**SAG**" or the "**Company**"). We are pleased to inform you that the Fifth Annual General Meeting ("**5th AGM**") of the Company will be conducted on a hybrid mode at 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan ("**Main Venue**") and virtual basis through Remote Participation and Voting (RPV) facilities via <https://rebrand.ly/SinaranAGM> operated by InsHub Sdn. Bhd. in Malaysia ("**Online Meeting Platform**") on Tuesday, 3 June 2025 at 3:00 p.m.

As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from the Company's corporate website at <https://sinaranadvance.com.my/> and Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com/>:-

1. Notice of the 5th AGM;
2. Form of Proxy for the 5th AGM;
3. Administrative Guide; and
4. Annual Report 2024.

You may submit your request for a printed copy of the Annual Report 2024 by completing the Request Form and email to our Company's Share Registrar, Prosec Share Registration Sdn. Bhd. at sharereg@prosec.com.my or post to DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

The printed copy of the Annual Report 2024 will be despatched to you by ordinary post as soon as reasonably practicable from the date of receipt of your request.

If you wish to appoint proxy to attend the 5th AGM of SAG on behalf of your goodself, please complete and send the Form of Proxy for the 5th AGM as enclosed not later than **1 June 2025 at 3:00 p.m.**, to our Company's Share Registrar, for registration purpose.

Your faithfully,
For and on behalf of Sinaran Advance Group Berhad
Koo Kien Yoon
Non-Independent Non-Executive Director
30 April 2025

REQUEST FORM FOR ANNUAL REPORT 2024

Full Name of Shareholder	:	_____
NRIC No. / Passport No. / Company No.	:	_____
CDS Account No.	:	_____
Mailing Address	:	_____ _____ _____
Telephone No.	:	_____
Date	:	_____
Signature	:	_____