



## SUNWAY CONSTRUCTION GROUP BERHAD

Registration No.: 210401032422 (1108506-W)  
(Incorporated in Malaysia)

### ADMINISTRATIVE NOTES FOR THE 8<sup>th</sup> ANNUAL GENERAL MEETING (“8<sup>th</sup> AGM” or the “Meeting”)

<b>Date</b>	:	<b>Wednesday, 22 June 2022</b>
<b>Time</b>	:	<b>3.00 p.m.</b>
<b>Broadcast Venue</b>	:	<b>Penthouse, Level 20, Menara Sunway, Jalan Lagoon Timur Bandar Sunway, 47500 Subang Jaya Selangor Darul Ehsan, Malaysia</b>

#### VIRTUAL MEETING

Pursuant to the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers and all its subsequent revisions issued by the Securities Commission Malaysia, listed issuers are encouraged to continue leveraging on technology in conducting general meetings beyond Movement Control Order. In view of this, the 8<sup>th</sup> AGM of Sunway Construction Group Berhad (“**SunCon**” or the “**Company**”) will be conducted **VIRTUALLY** through live streaming and online remote voting using Digital Ballot Form (“**DBF**”) provided by the Poll Administrator of the 8<sup>th</sup> AGM, Mega Corporate Services Sdn Bhd (“**Mega Corporate**”).

Shareholders are to participate, speak (*in the form of real time submission of typed texts*) via the Live-Streaming solution and vote (collectively, “**participate**”) remotely at the 8<sup>th</sup> AGM using DBF.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 8<sup>th</sup> AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the Meeting. **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS** from the public shall be physically present at the Broadcast Venue on the day of the 8<sup>th</sup> AGM.

#### VOTING VIA DIGITAL BALLOT FORM AT THE VIRTUAL 8TH AGM

1. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/xzabRb> (please refer to paragraph 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link which grant access to the DBF.

2. With the DBF, you may exercise your right as a shareholder of the Company to vote at the 8<sup>th</sup> AGM, at the comfort of your home or from any location.
3. Shareholders may use the *Questions' Pane* facility (located at the top right corner of the screen) to submit questions in real time during the Meeting via the Live-Streaming solution. Shareholders may also submit questions in relation to the agenda items for the 8<sup>th</sup> AGM to the Board of Directors of the Company prior to the 8<sup>th</sup> AGM via email to [irsuncongroup@sunway.com.my](mailto:irsuncongroup@sunway.com.my) no later than 3.00 p.m. on 21 June 2022 **or** via email to [AGM-support.SunCon@megacorp.com.my](mailto:AGM-support.SunCon@megacorp.com.my) no later than 2.30 p.m. on 22 June 2022. If there is time constraint in responding to the questions during the Meeting, the answers will be published on the Company's corporate website at [www.sunwayconstruction.com.my/investor-relations/](http://www.sunwayconstruction.com.my/investor-relations/) under the section of 'AGM', after the Meeting.

## REGISTRATION PROCEDURE

4. Please follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate remotely during the 8<sup>th</sup> AGM online:-
  - a. Open this link <https://vps.megacorp.com.my/xzabRb>, or scan the QR code at the top right corner of this document, and submit all requisite details at least 24 hours before the 8<sup>th</sup> AGM.
  - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or the Chairman of the Meeting as their proxy online, as in step 4(a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the Meeting.
  - c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, at the office of the Poll Administrator not less than 24 hours before the time appointed for holding the 8<sup>th</sup> AGM or any adjournment thereof:

**Mega Corporate Services Sdn. Bhd.**  
Level 15-2, Bangunan Faber Imperial Court  
Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan, Malaysia;

**or**  
Submit via e-mail to:  
[AGM-support.SunCon@megacorp.com.my](mailto:AGM-support.SunCon@megacorp.com.my)
  - d. For corporate shareholders/ nominee accounts, please execute the Proxy Form as per step 4(c) above. Attorneys appointed by power of attorney, have to deposit their power of attorney with the Poll Administrator not less than 24 hours before the time appointed for holding the 8<sup>th</sup> AGM or any adjournment thereof, in order to participate in the Meeting via DBF.

- e. Upon verification on your registration, Mega Corporate will send you the following information via email:
- (i) **Meeting Link** – for the Live-Streaming Session
  - (ii) **DBF** – for Voting Purposes

#### **POLL VOTING**

5. The voting at the Meeting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate as its Poll Administrator to conduct the polling process by way of e-voting and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolutions online during the voting period as stipulated in the DBF.
7. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman of the Meeting

#### **REVOCAION OF PROXY**

8. If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to [AGM-support.SunCon@megacorp.com.my](mailto:AGM-support.SunCon@megacorp.com.my) to revoke the earlier appointed proxy not less than 24 hours before the Meeting.

#### **RECORD OF DEPOSITORS OF THE MEETING (“GENERAL MEETING ROD”)**

9. For the purpose of determining a shareholder who shall be entitled to participate at the 8<sup>th</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting ROD as at 15 June 2022. Only shareholders whose names appear on the ROD as at 15 June 2022 shall be entitled to participate the Meeting or appoint proxy(ies)/ corporate representative(s) to participate on their behalf.

#### **NO DOOR GIFTS**

10. There will be NO door gifts for participating at the Meeting.

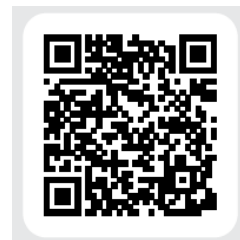
#### **NO RECORDING OR PHOTOGRAPHY**

11. Unauthorised recording and photography of the proceedings of the Meeting are strictly prohibited.

## DIGITAL COPIES OF ANNUAL GENERAL MEETING DOCUMENTS

12. As part of our dedicated commitment to sustainable practices, please scan the QR code for the following documents of the Company, which are also available and can be downloaded from the Company's website at <https://www.sunwayconstruction.com.my/investor-relations/> under 'AGM' section:-

- (i) Notice of 8<sup>th</sup> AGM
- (ii) Proxy Form
- (iii) Administrative Notes
- (iv) Integrated Report 2021 ("IA2021")
- (v) Corporate Governance Report 2021
- (vi) Circular to Shareholders ("Circular")
- (vii) Request Form for printed copy of IA2021 and Circular



13. You may also request for a printed copy of the IA2021 and Circular online at [www.sunwayconstruction.com.my/investor-relations/](http://www.sunwayconstruction.com.my/investor-relations/) under 'AGM' section or contact the following persons for the printed copy of the IA2021 and/or Circular:-

- |   |  |
|---|--|
| (1) Ms Crystal Teh<br>Head of Investor Relations<br>Tel no. : +60 (3) 5639 8864 | (2) Ms Elaine Lai<br>Senior Finance Manager<br>Tel no. : +60 (3) 5639 9793 |
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## ENQUIRIES

14. If you have any enquiry relating to the Meeting, please contact the Poll Administrator during office hours (from 9.00 a.m. to 6.00 p.m.) on Mondays to Fridays:-

### **Mega Corporate Services Sdn. Bhd.**

Email : [AGM-support.Suncon@megacorp.com.my](mailto:AGM-support.Suncon@megacorp.com.my)  
Tel no. : +60 (3) 2694 8984  
Alfred : +60 (12) 912 2734  
Hisham : +60 (12) 252 9136