



## SUNWAY CONSTRUCTION GROUP BERHAD

Registration No.: 201401032422 (1108506-W)  
(Incorporated in Malaysia)

### ADMINISTRATIVE NOTES FOR THE 10<sup>TH</sup> ANNUAL GENERAL MEETING (“10<sup>TH</sup> AGM” or the “Meeting”)

Date	: Thursday, 20 June, 2024
Time	: 3.00 p.m.
Broadcast Venue	: Penthouse, Level 20, Menara Sunway, Jalan Lagoon Timur Bandar Sunway, 47500 Subang Jaya Selangor Darul Ehsan, Malaysia

#### VIRTUAL 10<sup>TH</sup> AGM

The 10<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 10<sup>th</sup> AGM, Mega Corporate Services Sdn Bhd (“Mega Corporate”) from the Broadcast Venue in accordance with the revised ‘Guidance and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia on 7 April 2022. In this regard, the Company will continue to leverage technology to ensure that the 10<sup>th</sup> AGM supports meaningful engagement between the Board of Directors (“Board”), senior management and shareholders of the Company.

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 10<sup>th</sup> AGM using DBF.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 10<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 Meeting.

#### VOTING VIA DIGITAL BALLOT FORM AT A VIRTUAL 10<sup>TH</sup> AGM

1. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/hjj03K> (please refer to paragraph 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the DBF.

2. With the DBF, you may exercise your right as a shareholder of the Company to vote during the 10<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 10<sup>th</sup> AGM to the Board prior to the Meeting via email to [irsuncongroup@sunway.com.my](mailto:irsuncongroup@sunway.com.my) no later than 3.00 p.m. on 19 June 2024 **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 20 June 2024. 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. Kindly 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 and vote remotely during the 10<sup>th</sup> AGM online:
  - (a) Open this link <https://vps.megacorp.com.my/hjj03K>, or scan the QR code at the top right corner of this document, and submit all requisite details at least twenty-four (24) hours before the date of 10<sup>th</sup> AGM.
  - (b) Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the Meeting as proxy via 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 twenty-four (24) hours before the time appointed for holding the 10<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 twenty-four (24) hours before the time appointed for the holding of the 10<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 the following information to you via email:
    - (i) **Meeting Link** – for the Live-Streaming Session
    - (ii) **DBF** – for Voting Purposes

## POLL VOTING

5. The voting of the 10<sup>th</sup> AGM 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 and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the 10<sup>th</sup> AGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

## REVOCAION OF PROXY

7. 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 twenty-four (24) hours before the Meeting.

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

8. For the purpose of determining a shareholder who shall be entitled to participate at the 10<sup>th</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting ROD as at 13 June 2024. As such, only shareholders whose name appear in the Record of Depositors as at 13 June 2024 shall be entitled to participate at the 10<sup>th</sup> AGM or appoint proxy(ies)/corporate representative(s) to participate on their behalf.

## NO DOOR GIFTS/VOUCHERS

9. There will be NO door gifts/vouchers for shareholders/proxies/corporate representatives who participating in the Meeting.

## NO RECORDING OR PHOTOGRAPHY

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

## DIGITAL COPIES OF ANNUAL GENERAL MEETING DOCUMENTS

11. 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 10<sup>th</sup> AGM
- (ii) Proxy Form
- (iii) Administrative Notes
- (iv) Integrated Annual Report 2023 (“**IAR 2023**”)
- (v) Corporate Governance Report 2023
- (vi) Circular to Shareholders (“**Circular**”)
- (vii) Request Form for printed copy of IAR 2023 and Circular



12. You may also request for a printed copy of the IAR 2023 and/or 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 IAR 2023 and/or Circular:

- |                             |                             |
|-----------------------------|-----------------------------|
| (a) Ms Crystal Teh          | (b) Ms Angelynn Low         |
| Head of Investor Relations  | Senior Finance Manager      |
| Tel no. : +60 (3) 5639 8864 | Tel no. : +60 (3) 5639 9684 |

## ENQUIRY

13. If you have any enquiry prior to the Meeting, please contact the following officers of Mega Corporate during office hours from 9.00 a.m. to 6.00 p.m. (Monday to Friday), except on public holidays:

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

Email : [AGM-support.SunCon@megacorp.com.my](mailto:AGM-support.SunCon@megacorp.com.my)

Tel No. : +60 (3) 2692 4271

Alfred : +60 (12) 912 2734

Hisham : +60 (12) 252 9136