



SUNWAY CONSTRUCTION GROUP BERHAD

Registration No. 201401032422 (1108506-W)

ADMINISTRATIVE DETAILS FOR THE POSTPONED 7TH ANNUAL GENERAL MEETING

Date	:	25 August 2021, Wednesday
Time	:	3.00 p.m.
Meeting Venue	:	Online Meeting Platform at www.sunwaymanagement.com.my hosted by Sunway Management Sdn Bhd

FULLY VIRTUAL MEETING

In view of the Coronavirus Disease (“**Covid-19**”) outbreak and as part of the safety measures, the Board of Directors of Sunway Construction Group Berhad (the “**Company**”) has decided that the postponed 7th Annual General Meeting (“**Postponed 7th AGM**” or the “**Meeting**”) of the Company will be held **FULLY VIRTUAL** through live streaming and online remote voting using the Remote Participation and Voting Facility (“**RPV**”) which is available on the Company’s Share Registrar, Sunway Management Sdn Bhd (“**Registrar**”) via its website portal at www.sunwaymanagement.com.my (“**Registrar Portal**”).

The conduct of the Postponed 7th AGM would adhere to the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 (including any amendment that may be made from time to time) (“**Revised Guidance Note and FAQ**”). In a fully virtual meeting, all meeting participants including the chairperson of the meeting, board members, senior management and shareholders, must participate in the meeting online. Physical gatherings, no matter how small, are prohibited. According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Act, provided that the online meeting platform is located in Malaysia.

Due to the constant evolving Covid-19 situation in Malaysia, the Company may be required to change the arrangements of our Postponed 7th AGM at short notice. Kindly visit Bursa Malaysia Securities Berhad’s website and the Company’s corporate website at www.sunwayconstruction.com.my/investor-relations/ for the latest updates on the status of the Postponed 7th AGM.

The Company will continue to observe the guidelines issued by all relevant authorities and will take the necessary precautionary measures as advised.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting, as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

RPV

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote remotely (collectively, “**participate**”) at the Meeting using RPV provided by the Registrar via the Registrar Portal.

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real-time during the Postponed 7th AGM. Shareholders may also submit questions to the Board prior to the Postponed 7th AGM by emailing to **irsuncongroup@sunway.com.my** no later than 3.00 p.m. on 24 August 2021 or via Q&A platform in the Registrar Portal from 12.00 p.m. on 18 August 2021 up to 2.30 p.m. on 25 August 2021. If there is time constraint in answering the questions during the Meeting, the answers will be published in the Company’s corporate website at **www.sunwayconstruction.com.my** under ‘Investor Relations’ page, after the Meeting.

If you wish to submit your questions through the Q&A platform via Registrar Portal, you must first register as a user with the Registrar Portal. Thereafter, you may select the “My Virtual Meeting” under the main menu and click on the Q&A box to post your question(s).

PROCEDURES FOR RPV

1. Shareholders/proxies/corporate representatives/attorneys who wish to participate in the Meeting remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedures	Action
	Before the day of the Meeting	
(i)	Register as a user	<ul style="list-style-type: none">• Access the Registrar Portal at www.sunwaymanagement.com.my• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back) or Passport.• Read and agree to the terms & conditions and thereafter submit your registration.• Please enter a valid email address in order for you to receive the verification email from the Registrar.• Your registration will be verified and approved by the Registrar. Once approved, an email notification will be sent to you.• If you are already a user with the Registrar, you are not required to register again.
(ii)	Question and Answer	<ul style="list-style-type: none">• You can pre-submit your questions using the Registrar Portal from 12.00 p.m. on 18 August 2021 to 2.30 p.m. on 25 August 2021.• Select the <<My Virtual Meeting>> from Main Menu.• Select Q&A platform to post your questions before the Meeting starts.

On the day of the Meeting		
(iii)	Login to Registrar Portal at www.sunwaymanagement.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at any time within 30 minutes before the commencement of the Meeting. • If you have forgotten your password, you can reset it by clicking on <<Forgot Password>>.
(iv)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the <<My Virtual Meeting>> from the Main Menu. • Click the <<Join Meeting>> located next to the event. • Please click on the video link and key in the password provided to you in the email notification from the Registrar in order to join the live streaming of the Meeting. • If you have any question(s) during the Meeting, you may use the Q&A platform in the Zoom Cloud Meetings App to transmit your question(s). The Chairman of the Meeting (“Chairman”) / Board / Management will try to respond to all relevant questions submitted during the Meeting. If there is time constraint in answering the questions during the Meeting, the responses will be published at the Company’s website at the earliest possible time after the end of the Meeting. • If you are using a smartphone to participate in the Meeting, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the Meeting. • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(v)	Online remote voting	<ul style="list-style-type: none"> • Please select <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. • Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(vi)	End of RPV	<ul style="list-style-type: none"> • The RPV will end and the Q&A platform will be disabled the moment the Chairman of the Meeting announces the closure of the Meeting.

Notes to users of the RPV:

- (a) Should your application to join the Meeting be approved, we will make available to you the rights to join the live streamed Meeting and to vote remotely using the RPV. Your login to the Registrar Portal on the day of the Meeting will indicate your presence at the Meeting.
- (b) If you encounter any issues with your online registration at the Registrar Portal, please call +603-5639 8846/ +603-5639 8852 or e-mail to yipfm@sunway.com.my or nursuhailia@sunway.com.my for assistance.

PROXY

1. The Meeting will be conducted on a fully virtual basis. If you are unable to participate in the Meeting, you may appoint the Chairman of the Meeting as proxy and indicate the voting instructions in the Proxy Form for the Postponed 7th AGM ("**Proxy Form**").
2. If you wish to appoint proxy(ies) to participate in the Meeting via the RPV, please submit your Proxy Form either by hand or by post to the following address, or by electronic mail through the email address at sunwaymanagement@sunway.com.my or fax to **(603) 5639 9507** not less than 24 hours before the time appointed for holding the Meeting or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

SUNWAY MANAGEMENT SDN BHD

Level 16, Menara Sunway
Jalan Lagoon Timur, Bandar Sunway
47500 Subang Jaya
Selangor Darul Ehsan
Malaysia

Additional Notes:

- i) *The instrument appointing a proxy that has been deposited at the Registered Office prior to the Notice of the Postponed 7th AGM shall remain valid unless a new instrument superseding the previously deposited instrument (if any) has been deposited at the Registered Office.*
 - ii) *The instrument appointing a proxy that has been despatched prior to the Notice of the Postponed 7th AGM can be used as the instrument appointing a proxy for the Postponed 7th AGM.*
3. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to the Registrar not less than 24 hours before the time appointed for holding the Meeting or any adjournment thereof, in order to participate in the Postponed 7th AGM via RPV.
4. Attorneys appointed by power of attorney are to deposit their power of attorney with the Registrar not less than 24 hours before the time appointed for holding the Meeting or any adjournment thereof, in order to participate in the Postponed 7th AGM via RPV.
5. Shareholder who has appointed a proxy or attorney or authorised representative to participate in the Meeting via RPV must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Registrar Portal prior to the Meeting.
6. If you are a corporation and you have delivered your Proxy Form by fax or electronic mail, **you also have to deposit the original Proxy Form at the Registered Office, either by hand or post not less than 24 hours** before the time appointed for holding the Meeting or any adjournment thereof. Please be informed that we do not acknowledge receipt of the Proxy Form.

POLL VOTING

1. 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 Sunway Management Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting and BDO Consulting Sdn Bhd as Scrutineers to verify the poll results.
2. Shareholders can proceed to vote on the resolutions online once the Meeting starts on the date of the Meeting until the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to item 1(v) of the voting procedures using the RPV.
3. 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

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the Meeting by yourself, please write in to yipfm@sunway.com.my or nursuhailia@sunway.com.my to revoke the earlier appointed proxy 24 hours before the Meeting.

RECORDING

Unauthorised recording of the proceedings of the Meeting is strictly prohibited.

RECORD OF DEPOSITORS (“ROD”) FOR THE MEETING

Only Shareholders whose name appear on the ROD as at **18 August 2021** shall be entitled to participate and vote or appoint proxy(ies) to participate and vote on his/her behalf at the Meeting via the RPV.

NO DOOR GIFT

There will be NO door gift for participating at the Meeting.

DIGITAL COPIES OF ANNUAL GENERAL MEETING DOCUMENTS

1. 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/>:
 - (a) Notice of Postponed 7th AGM
 - (b) Proxy Form for the Postponed 7th AGM
 - (c) Administrative Details for the Postponed 7th AGM
 - (d) Integrated Report 2020 (“AR”)
 - (e) Corporate Governance Report 2020
 - (f) Circular to Shareholders (“Circular”)
 - (g) Request Form



2. You may request for a printed copy of the AR and Circular online at www.sunwayconstruction.com.my/investor-relations/ under the section of "AGM". You may also contact the following representatives of the Registrar for the printed copy of the AR and/or Circular:-

(1) Ms Jennie Yip

Tel no. : (603) 5639 8846
Email : yipfm@sunway.com.my

(2) Cik Nursuhaili Alimi

Tel no. : (603) 5639 8852
Email : nursuhailia@sunway.com.my

ENQUIRIES

If you have any enquiry relating to the Meeting, please contact any of the following persons during office hours (9.00 a.m. to 6.00 p.m.) on Mondays to Fridays (except on public holidays):-

- (a) Ms Jennie Yip (Tel: 03-5639 8846 or yipfm@sunway.com.my)
(b) Cik Nursuhaili Alimi (Tel: 03-5639 8852 or nursuhailia@sunway.com.my)
(c) Ms Grace Ng (Tel: 03-5639 8854 or gracenyp@sunway.com.my)

PERSONAL DATA PRIVACY

By registering for the RPV and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the shareholder of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Shareholder's breach of warranty.