



SUNWAY CONSTRUCTION

SUNWAY CONSTRUCTION GROUP BERHAD

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

ADMINISTRATIVE NOTES FOR THE EXTRAORDINARY GENERAL MEETING (“EGM” or the “Meeting”)

BROADCAST VENUE	MEETING DATE	TIME
<p>Penthouse, Level 20 Menara Sunway, Jalan Lagoon Timur Bandar Sunway, 47500 Subang Jaya Selangor Darul Ehsan, Malaysia</p> 	<p>Monday, 23 December 2024</p> 	<p>3.00 p.m.</p> 

VIRTUAL EGM

The EGM 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 EGM, Mega Corporate Services Sdn. Bhd. (“**Mega Corporate**”) from the Broadcast Venue.

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 EGM using DBF.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the EGM 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 EGM

1. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/6RVoY8> (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 EGM, 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 EGM to the Board of Directors prior to the Meeting via email to irsuncongroup@sunway.com.my no later than 3.00 p.m. on 22 December 2024 or via email to EGM-support.SunCon@megacorp.com.my no later than 2.30 p.m. on 23 December 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/ under the section of 'EGM', 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 EGM online:
 - (a) Open this link <https://vps.megacorp.com.my/6RVoY8>, 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 time appointed for the taking of the poll, or any adjournment thereof.
 - (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 the taking of the poll, 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:

EGM-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 taking of the poll, 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 EGM 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 EGM, 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 EGM-support.SunCon@megacorp.com.my to revoke the earlier appointed proxy not less than twenty-four (24) hours before the time appointed for the taking of the poll, or any adjournment thereof.

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 EGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting ROD as at 16 December 2024. As such, only shareholders whose names appear in the Record of Depositors as at 16 December 2024 shall be entitled to participate at the EGM 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 EXTRAORDINARY 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 www.sunwayconstruction.com.my/investor-relations/ under 'EGM' section:

- (i) Notice of EGM
- (ii) Proxy Form
- (iii) Administrative Notes of EGM
- (iv) Circular to Shareholders ("**Circular**")
- (v) Request Form for printed copy of Circular



12. You may also request for a printed copy of the Circular online at www.sunwayconstruction.com.my/investor-relations/ under 'EGM' section or contact the following persons for the printed copy of the Circular:

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| (a) Ms Crystal Teh
Head of Investor Relations
Tel no. : +60 (3) 5639 8864 | (b) Ms Angelynn Low
Senior Finance Manager
Tel no. : +60 (3) 5639 9684 |
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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 : EGM-support.SunCon@megacorp.com.my
Tel No. : +60 (3) 2692 4271
Alfred : +60 (12) 912 2734
Hisham: +60 (12) 252 9136