



## SUNWAY BERHAD

Registration No. 201001037627 (921551-D)

### ADMINISTRATIVE DETAILS FOR THE 14<sup>TH</sup> ANNUAL GENERAL MEETING (“14<sup>TH</sup> AGM” or the “Meeting”)

|                          |  |
|--------------------------|--|
| Date                     | : Tuesday, 25 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 |
| Poll Administrator       | : Boardroom Share Registrars Sdn Bhd (“Boardroom”)   |
| Virtual Meeting Platform | : <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>                                    |

#### VIRTUAL MEETING AND BROADCAST VENUE

The 14<sup>th</sup> AGM of Sunway Berhad (“**Sunway**” or the “**Company**”) will be held **VIRTUALLY** through live streaming and online remote voting using Remote Participation and Electronic Voting (“**RPEV**”) facilities from the Broadcast Venue. In line with the Malaysian Code on Corporate Governance, the Company will continue leveraging on technology in conducting general meetings to ensure effective, transparent, and regular communication with its shareholders.

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.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the Meeting to be present at the main venue of the Meeting. **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES** shall be physically present at the Broadcast Venue on the day of the Meeting.

#### VOTING VIA RPEV FACILITIES AT THE VIRTUAL 14<sup>TH</sup> AGM

Shareholders of the Company (“**Shareholders**”) are invited to participate in the 14<sup>th</sup> AGM to exercise their right to attend, participate, speak (*in the form of real-time submission of typed texts*), and vote remotely at the 14<sup>th</sup> AGM using the RPEV facilities provided by Boardroom at <https://meeting.boardroomlimited.my>.

Shareholders who are unable to participate in the 14<sup>th</sup> AGM are encouraged to appoint the Chairperson of the Meeting or your proxy, to participate and vote on your behalf at the 14<sup>th</sup> AGM.

#### ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only Shareholders whose names appear in the Record of Depositors as at 18 June 2024 (“**General Meeting Record of Depositors**”) shall be eligible to participate and vote at the 14<sup>th</sup> AGM via the RPEV facilities or appoint proxy(ies)/corporate representative(s) to vote on his/her/their behalf.

## PROXY FORM(S)

Shareholders who appoint proxies to participate via the RPEV facilities in the 14<sup>th</sup> AGM, must ensure that the duly executed proxy forms are deposited in hardcopy at the office of Boardroom, at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan or email to Boardroom by providing the softcopy of the executed Proxy Form at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com). You also have the option to lodge the proxy form electronically via “Boardroom Smart Investor Portal” (“**BSIP**”) at <https://investor.boardroomlimited.com> (“**e-Proxy Lodgement**”) (Please refer to Step 2 of Registration Procedure, Participation, and e-Voting below). The proxy form must be received by Boardroom not later than **3:00 p.m. on Monday, 24 June 2024** (24 hours prior to the 14<sup>th</sup> AGM) or any adjournment thereof.

## REGISTRATION PROCEDURE, PARTICIPATION AND E-VOTING

Please note that the RPEV facilities are available to **(i) Individual Members; (ii) Corporate Shareholders; (iii) Authorised Nominees; and (iv) Exempt Authorised Nominees**. You can use the RPEV facilities to participate and vote remotely at the 14<sup>th</sup> AGM. If you choose to participate in the 14<sup>th</sup> AGM, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real-time whilst the Meeting is in progress.


Registration for remote access will be opened from Tuesday, 30 April 2024. You are required to register to ascertain your eligibility to participate in the 14<sup>th</sup> AGM by using the RPEV facilities. Please note that the closing time to submit your request for remote participation User ID and Password is on Monday, 24 June 2024 [twenty-four (24) hours prior to the commencement of the 14<sup>th</sup> AGM].

Please follow the steps below to register with BSIP and request for remote participation login ID and password.



|  | Procedure   | Action  |
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| <b>PRIOR TO THE DAY OF 14<sup>TH</sup> AGM</b> |   |   |
| Step 1   | Register/Sign-up as Online User with Boardroom Smart Investor Portal “ <b>BSIP</b> ” (for first-time registration only) | <p>[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 (User ID and Password).]</p> <ol style="list-style-type: none"> <li>Access the website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>Click “<b>Register</b>” to sign up as an Online User for first time user.</li> <li>Please select the account type i.e. sign up as “<b>Shareholder</b>” or “<b>Corporate Holder</b>”.</li> <li>Complete the registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, please also upload your authorisation letter. (You may download the template of the authorisation letter in BSIP.)</li> <li>Please enter a valid mobile number, email address and password.</li> <li>Click “<b>Sign Up</b>”.</li> <li>You will receive an email from Boardroom for email address verification. Click “<b>Verify Email Address</b>” on the email to continue with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click “<b>Enter</b>” to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided to you. You can login to BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password that you have provided during the registration to proceed with the next step.</li> </ol> |

ADMINISTRATIVE DETAILS FOR THE 14<sup>TH</sup> ANNUAL GENERAL MEETING

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| <p>Step 2</p> | <p>Submit a request for remote participation (User ID and Password) and e-Proxy Lodgement</p> | <p>[Note: Registration for remote access will be opened from Tuesday, 30 April 2024. You are required to register to ascertain your eligibility to participate in the 14<sup>th</sup> AGM by using the RPEV facilities. Please note that the closing time to submit your request for remote participation User ID and Password is on Monday, 24 June 2024 [twenty-four (24) hours prior to the commencement of the 14<sup>th</sup> AGM.]</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Individual/Corporate Shareholders</b></p> <p><b>Registration for Remote Participation in 14<sup>th</sup> AGM</b></p> <ol style="list-style-type: none"> <li>a. Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1.</li> <li>b. From the list of Meeting Events, select “<b>SUNWAY BERHAD 14<sup>TH</sup> ANNUAL GENERAL MEETING</b>” and click “<b>Enter</b>”.</li> <li>c. Go to “<b>Virtual</b>” and click on “<b>Register for RPEV</b>”.</li> <li>d. Enter your CDS Account Number, read and agree to the terms and conditions to complete the registration.</li> <li>e. Upon system verification against the <b>General Meeting Record of Depositors as at 18 June 2024</b>, you will receive an email from Boardroom on <b>24 June 2024</b>, either approving or rejecting your registration for remote participation.</li> <li>f. When your registration is approved, a RPEV credential (i.e. remote access user ID and password) will be provided to you via email.</li> <li>g. If your registration is rejected, a notification will be sent to you via email.</li> </ol> <p><b>Appointment of Proxy</b></p> <ol style="list-style-type: none"> <li>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1.</li> <li>b. From the list of Meeting Events, select “<b>SUNWAY BERHAD 14<sup>TH</sup> ANNUAL GENERAL MEETING</b>” and click “<b>Enter</b>”.</li> <li>c. Click on “<b>Submit e-Proxy Form</b>”.</li> <li>d. For Corporate Shareholder, select the company(ies) you would like to represent.<br/><i>[Note: If you wish to represent more than one (1) company, please click the home button and select “<b>Edit Profile</b>” in order to add the company’s name.]</i></li> <li>e. Enter your CDS Account Number and the number of securities held. Select your proxy - either the Chairperson of the Meeting or individual named proxy(ies).</li> <li>f. Read and accept the terms and conditions by clicking “<b>Next</b>”.</li> <li>g. Enter the required particulars of your proxy(ies).</li> <li>h. Indicate your voting instructions - FOR, AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your vote.</li> <li>i. Review and confirm your proxy(ies) appointment.</li> <li>j. Click “<b>Apply</b>”.</li> <li>k. Download or print the e-Proxy form as acknowledgement.</li> </ol> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Corporate Shareholders (via email)</b></p> <ol style="list-style-type: none"> <li>a. To submit the request, Corporate Shareholders need to deposit the original hardcopy of the Certificate of Appointment of Corporate Representative or proxy form to Boardroom or write to Boardroom at <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing a softcopy of the same, the name of Shareholder and CDS Account Number.</li> <li>b. Please provide a copy of the Corporate Representative’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</li> </ol> </div> |
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|  |                                       | <p align="center"><b>Authorised Nominees and Exempt Authorised Nominees</b></p>  |
|  |                                       | <p><u>Via BSIP</u></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Select <b>“SUNWAY BERHAD 14<sup>TH</sup> ANNUAL GENERAL MEETING”</b> from the list of Meeting Events and click <b>“Enter”</b>.</li> <li>Click on <b>“Submit e-Proxy Form”</b>.</li> <li>Select the company you would like to represent (if more than one).</li> <li>Proceed to download the file format for <b>“Submission of Proxy Form”</b>.</li> <li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Review and confirm your appointment and click <b>“Submit”</b>.</li> <li>Download or print the e-Proxy form as acknowledgement.</li> </ol> <p><i>[Note: If you are the authorised representative(s) for more than one (1) authorised nominee/exempt authorised nominee/corporate shareholder, please click the home button and select <b>“Edit Profile”</b> to add the company’s name.]</i></p> <p><u>Via email</u></p> <ol style="list-style-type: none"> <li>To submit the request, Authorised Nominees and Exempt Authorised Nominees need to deposit the original hardcopy proxy form to Boardroom or write to Boardroom at <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing a softcopy of the proxy form, the name of Shareholder and CDS Account Number.</li> <li>Please provide a copy of the proxy holder’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG, or PDF format as well as his/her email address.</li> </ol> <p><b>Email notification:</b></p> <ol style="list-style-type: none"> <li>You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</li> <li>Upon system verification against the General Meeting Record of Depositors as at 18 June 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>If your registration is approved, you will also receive a RPEV credential in the same email from Boardroom after the closing date i.e. Monday, 24 June 2024.</li> </ol> |
| <p align="center"><b>ON THE DAY OF 14<sup>TH</sup> AGM (TUESDAY, 25 JUNE 2024)</b></p> |                                       |  |
| Step 3   | Login to the Virtual Meeting Platform | <ol style="list-style-type: none"> <li>The Virtual Meeting portal will be accessible for login one (1) hour before the commencement of the 14<sup>th</sup> AGM i.e. from 2:00 p.m. on Tuesday, 25 June 2024.</li> <li>Follow the steps given to you in the email, along with the RPEV credential to login to the Online Meeting Platform (Refer to Step 2).</li> </ol> <p><i>[Please note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity at the users’ location.]</i></p>   |
|  | Participation during the AGM          | <ol style="list-style-type: none"> <li>If you would like to view the live webcast, select the broadcast icon .</li> </ol>   |

**SUNWAY BERHAD** [Registration No. 201001037627 (921551-D)]  
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|  |                             | <p>b. If you would like to ask a question during the 14<sup>th</sup> AGM, select the messaging icon .</p> <p>c. Type your message in the chat box. Once completed, click the send button.</p> <p><i>[Note:<br/> (1) Questions submitted online will be moderated before being sent to the Chairperson to avoid repetition;<br/> (2) All relevant questions and messages will be presented with the full name and identity of the participant raising the question(s); and<br/> (3) The Chairperson/Board/Management will endeavour to respond to the questions submitted by the Shareholders/proxies/corporate representatives in relation to the resolutions to be tabled at the 14<sup>th</sup> AGM, as well as the financial performance/prospect of the Group during the Meeting or by email or by posting our responses on our corporate website after the Meeting.]</i></p> |
|  | Online Remote Voting        | <p>a. Once voting commences, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to show that your votes have been received.</p> <p>c. To change your vote, re-select another voting direction.</p> <p>d. If you wish to cancel your vote, please click "<b>Cancel</b>".</p>  |
|  | End of remote participation | <p>a. Upon the Chairperson's announcement on the closure of the 14<sup>th</sup> AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can logout from the Meeting Platform.</p>  |

## POLL VOTING

The voting procedure 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 Boardroom as its Poll Administrator to conduct the poll by way of electronic voting ("**e-Voting**") and SKY Corporate Services Sdn Bhd as the Independent Scrutineers ("**Scrutineers**") to verify and validate the poll results.

Shareholders may proceed to vote on the resolutions at any time from the commencement of the 14<sup>th</sup> AGM at **3:00 p.m. on 25 June 2024** until such time when the Chairperson announces the closure of the poll. Please refer to Step 3 of the Registration Procedure, Participation, and e-Voting for guidance on how to vote remotely at <https://meeting.boardroomlimited.my>.

For the 14<sup>th</sup> AGM, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers, or laptops. The Scrutineers will verify the poll result reports upon closure of the poll session by the Chairperson. Thereafter, the Chairperson will announce and declare the results.

## SUBMISSION OF QUESTIONS

Shareholders may submit questions in relation to the agenda items of the 14<sup>th</sup> AGM prior to the Meeting not later than 3:00 p.m. on Monday, 24 June 2024 via email to [irsunwayberhad@sunway.com.my](mailto:irsunwayberhad@sunway.com.my) or Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1, and select "SUBMIT QUESTION" to submit questions electronically.

Shareholders may also submit questions via the messaging box on the Meeting Platform at <https://meeting.boardroomlimited.my> on the day of the 14<sup>th</sup> AGM starting from 2:00 p.m. on Tuesday, 25 June 2024. The web portal will remain open throughout the virtual 14<sup>th</sup> AGM session.

The Chairperson/Board/Management will endeavour to respond to the questions submitted during the 14<sup>th</sup> AGM. All the answers to the questions raised will be published on Sunway's website at <https://www.sunway.com.my/investor-relations/> under the section of "AGM", within 30 business days from the AGM.

#### **REVOCAION OF PROXY**

If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy not less than 24 hours before the Meeting. Upon revocation, your proxy(ies) will not be allowed to participate in the Meeting.

#### **NO DOOR GIFTS/VOUCHERS**

There will be NO door gifts/vouchers for Shareholders/proxies/corporate representatives who participate in the Meeting.

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

Unauthorised recording and photography of the 14<sup>th</sup> AGM are strictly prohibited.

#### **PERSONAL DATA POLICY**

By registering for the remote participation and electronic voting and/or submitting the instrument(s) appointing proxy(ies) and/or representative(s), the Shareholder 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.

#### **ENQUIRIES**

If you have any enquiry relating to the Meeting, please contact the Poll Administrator during office hours from Mondays to Fridays (8:30 a.m. to 5:30 p.m.), except on public holidays:-

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|---------------------|--|
| <b>Address</b>      | <b>Boardroom Share Registrars Sdn Bhd</b><br>11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia |
| <b>General Line</b> | 603-7890 4700 (Helpdesk)   |
| <b>Fax Number</b>   | 603-7890 4670  |
| <b>Email</b>        | <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a>   |