

# **SUNWAY**

## **SUNWAY BERHAD**

Registration No. 201001037627 (921551-D)

### **ADMINISTRATIVE DETAILS**

#### **FOR THE 15<sup>TH</sup> ANNUAL GENERAL MEETING (“15<sup>th</sup> AGM” or the “Meeting”)**

<b>Date</b>	<b>: Monday, 30 June 2025</b>
<b>Time</b>	<b>: 3:00 p.m.</b>
<b>Meeting Venue</b>	<b>: Grand Congress, Level 12, Sunway Resort Hotel, Persiaran Lagoon, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan</b>

#### **ENTITLEMENT TO ATTEND AND VOTE AT THE MEETING**

Only Shareholders whose names appear in the Record of Depositors (ROD) of Sunway Berhad (“**Sunway**” or the “**Company**”) as at 23 June 2025 shall be entitled to attend and vote at the 15<sup>th</sup> AGM or appoint proxy(ies)/corporate representative(s) to attend on his/her/their behalf.

If you are not able to attend the 15<sup>th</sup> AGM, you are encouraged to appoint a proxy or the Chairperson of the Meeting (“**Chairperson**”) as your proxy and indicate the voting instructions in the Proxy Form. Please submit your proxy form in accordance with the notes and instructions stated in the notice of the 15<sup>th</sup> AGM.

Please take note that transaction or contract notes in relation to your trade in the shares of Sunway will not be accepted for registration and attendance purpose at the Meeting. For the avoidance of doubt, **only ROD as at 23 June 2025 will be the basis of the attendance verification.**

#### **REGISTRATION**

- (a) Registration will commence at **1:00 p.m.** and **will close 20 minutes after commencement of the Meeting**, or such time as may be determined by the Chairperson. You are requested to be punctual in order not to disrupt the proceeding of the Meeting. Latecomers may not be able to vote once the polling process starts.
- (b) Please produce your **ORIGINAL National Registration Identity Card (“NRIC”)** or **Passport (for foreign Shareholders)** during registration for verification purposes. **Photocopies of NRICs or Passports will not be accepted.**
- (c) Registration must be done in person. You are **not** allowed to register on behalf of another person, even with the original NRIC/passport of that other person.
- (d) If you are attending the Meeting as a Shareholder and a proxy, you only need to register **ONCE** and will be given one wristband to enter the meeting hall. Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
- (e) No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement of the wristband if it is lost, misplaced or stolen. You are allowed to enter the meeting hall at 2.00 p.m..
- (f) A unique QR code will be generated for you to scan and access the e-polling system using your own smartphone or tablet.

#### **HELP DESK COUNTER**

The registration counters will only handle verification of shareholdings and registrations. If you have other queries or need clarification relating to registration, please proceed to the Help Desk counter.

The Help Desk counter will also handle revocation of proxy appointments.

## APPOINTMENT OF PROXY

- (a) You may submit your proxy form to the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd (“**Boardroom**”), at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 24 hours before the time appointed for holding the 15<sup>th</sup> AGM or any adjournment thereof, either by hand, post or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com). You also have the option to lodge the appointment of proxy electronically via the “Boardroom Smart Investor Portal (“**BSIP**”)” at <https://investor.boardroomlimited.com> (“**e-Proxy Lodgement**”) no later than 29 June 2025 at 3.00 p.m..

### Appointment of proxy via BSIP:

#### Step 1 - Register online with BSIP (for first time registration only)

*Note: If you have already signed up with BSIP, you are **NOT** required to register again. You may proceed to Step 2.*

- Access the website at <https://investor.boardroomlimited.com>.
- Click “**Register**” to sign up as a user.
- Please select the correct account type i.e. sign up as “Individual Shareholder” or “Corporate Holder”.
- Complete the registration with all required information. Upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorisation letter (You may download the template of the authorisation letter in BSIP).
- Please enter a valid mobile number, email address and password.
- Click “**Sign Up**”.
- You will receive an email from BSIP Online for email address verification. Click on “**Verify Email Address**” from the email received to continue with the registration.
- Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number.
- Click “**Request OTP Code**” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click “**Enter**” to complete the process.
- Once your mobile number is verified, registration of your new BSIP account will proceed to the final verification step.
- You will receive an email notifying you of the approval of your BSIP account within one (1) business day.
- You can login to BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during the registration to proceed with the next step.

#### Step 2 - Appointment of Proxy

##### Individual and Corporate Shareholder

- Log in to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- From the list of Meeting Event(s), select “**SUNWAY BERHAD 15TH ANNUAL GENERAL MEETING**” and click “**Enter**”.
- Click “**Submit eProxy form**”.
- Enter your CDS account number and the number of shares held.
- Select your proxy - either the Chairman of the Meeting or individual(s).
- Read and accept the Terms and Conditions and thereafter, click “**Next**”.
- Enter the required particulars of your proxy(ies).
- Indicate your voting instructions - FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) act on his/her discretion, please indicate DISCRETIONARY.
- Review and confirm the appointment of your proxy(ies). Click “**Apply**”.
- Download or print the eProxy Form as acknowledgement.

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#### Authorised Nominee and Exempt Authorised Nominee (via BSIP)

- Log in to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- From the list of Meeting Event(s), select “**SUNWAY BERHAD 15TH ANNUAL GENERAL MEETING**” and click “**Enter**”.
- Click “**Submit eProxy form**”.
- Select the company you would like to represent (if more than one).
- Proceed to download the file format for “**Submission of Proxy Form**” from BSIP.
- Prepare the file for the appointment of proxy(ies) by inserting the required data.
- Proceed to upload the duly completed proxy(ies) appointment file.
- Review and confirm the appointment of your proxy(ies) and click “**Submit**”.
- Download or print the eProxy Form as acknowledgement.

*[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 “**Edit Profile**” to add the company’s name.]*

- (b) If you wish to attend the 15<sup>th</sup> AGM in person, please do not submit any proxy form. You will not be allowed to attend the 15<sup>th</sup> AGM together with a proxy appointed by you.

## REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the 15<sup>th</sup> AGM and subsequently decide to appoint another person or wish to attend the Meeting in person, you may revoke the appointment of proxy(ies) at least twenty-four (24) hours before the Meeting i.e. not later than Sunday, 29 June 2025 at 3:00 p.m.. The steps for the revocation of the eProxy Form or hard copy Proxy Form are as follows:

eProxy Form	Hard copy Proxy Form
<ul style="list-style-type: none"> <li>➤ Click “<b>Meeting Event</b>” and Enter “<b>SUNWAY BERHAD 15TH ANNUAL GENERAL MEETING</b>”.</li> <li>➤ Go to “<b>Submitted eProxy Form list</b>” and click “<b>View</b>” for the eProxy Form.</li> <li>➤ Click “<b>Cancel/Revoke</b>” at the bottom of the eProxy Form.</li> <li>➤ Click “<b>Proceed</b>” to confirm.</li> </ul>	<p>Please write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.</p>

Alternatively, you may proceed to the Help Desk counter on the day of the 15<sup>th</sup> AGM to revoke the appointment of proxy. Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 15<sup>th</sup> AGM. In such event, you should advise your proxy/proxies accordingly.

## VOTING PROCEDURES

Pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 15<sup>th</sup> AGM will be put to a vote by poll. 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.

You may proceed to vote on the resolutions using one (1) of the following methods:

- Scanning the QR code given to you during the registration process using your own smartphone or tablet; or
- Using the e-polling kiosk provided by Boardroom at the meeting hall.

For the 15<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 report upon closure of the poll session by the Chairperson. Thereafter, the Chairperson will announce and declare the results.

**ADMINISTRATIVE DETAILS****FOR THE 15<sup>TH</sup> ANNUAL GENERAL MEETING****INTEGRATED ANNUAL REPORT 2024 ("IAR 2024")**

- (a) Sunway's IAR 2024 and the Circular/Statement to Shareholders dated 30 April 2025 in relation to (1) Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and (2) Proposed Renewal of Share Buy-Back Authority are available on Sunway's website at <https://www.sunway.com.my/investor-relations/> under the section of "AGM" and Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of Sunway.
- (b) In support of our sustainability efforts and commitment to reduce environmental impact, **only a limited number of printed copies of IAR 2024 will be provided to the shareholders during the 15<sup>th</sup> AGM, on a first-come first-served basis**. You are encouraged to access the digital version, which is readily available online. We appreciate your support in promoting environmental sustainability.
- (c) If you wish to request for a printed copy, you may submit your request at our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd's (TIIH) website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services".

**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 15<sup>th</sup> AGM are strictly prohibited.

**REFRESHMENT**

Food pack can be redeemed after registration at a designated counter. Only non-vegetarian food will be served.

Each Shareholder and/or proxy attending the 15<sup>th</sup> AGM will be entitled to only 1 food pack. Where a Shareholder and/or proxy is also appointed as proxy for different Shareholders to attend the Meeting, he/she will only be entitled to 1 food pack regardless of the number of Shareholders he/she is representing.

**PERSONAL BELONGINGS**

Please take care of your personal belongings. The Company will not be held responsible for any item that has gone missing/been stolen.

**COMPLIMENTARY PARKING**

Sunway City Kuala Lumpur uses a Smart Parking System which is a ticketless and cashless payment parking system.

You may redeem complimentary parking at the Parking Redemption Counter if you park your vehicle in the following car park locations only:

- (i) Sunway Resort Hotel; or
- (ii) Sunway Pyramid; or
- (iii) Sunway Pyramid Hotel; or
- (iv) Sunway Lagoon Hotel.

If you wish to redeem the complimentary parking, please proceed to the Parking Redemption Counter to register your vehicle's license plate number. The redemption will be made digitally, and no physical parking ticket will be provided. Failure to provide a correct car license plate number will result in you being not able to exit the car park, and you will need to pay the parking fee.

The Company will **NOT** provide cash reimbursements for parking charges incurred by you if you park your vehicle at other car park locations or use the valet parking service at Sunway City Kuala Lumpur.

**ADMINISTRATIVE DETAILS****FOR THE 15<sup>TH</sup> ANNUAL GENERAL MEETING****SUBMISSION OF QUESTIONS**

You may submit questions in relation to the agenda items of the 15<sup>th</sup> AGM prior to the Meeting not later than 3:00 p.m. on Sunday, 29 June 2025 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 created with BSIP. Please select "SUBMIT QUESTION" to submit the questions electronically.

The Chairperson/Board/Management will endeavour to respond to the questions submitted during the 15<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.

**PERSONAL DATA POLICY**

By registering for the 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 due to the Shareholder's breach of warranty.

**ENQUIRIES**

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

Address: 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
General Line: 603-7890 4700 (Helpdesk)  
Fax Number: 603-7890 4670  
Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)