

SUNWAY[®]

SUNWAY BERHAD

[Registration No. 201001037627 (921551-D)]

ADMINISTRATIVE DETAILS FOR SHAREHOLDERS ATTENDING THE EXTRAORDINARY GENERAL MEETING (“EGM” OR “THE MEETING”)

Date	: Wednesday, 2 September 2020
Time	: 2.30 p.m.
Broadcast Venue	: Penthouse, Level 20, Menara Sunway, Jalan Lagoon Timur, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan
Meeting Platform	: www.sunwaymanagement.com.my

VIRTUAL MEETING

In light of the Coronavirus Disease 2019 (COVID-19) pandemic and as part of the safety measures and control for the well-being of the shareholders of Sunway Berhad (“**the Company**”), the EGM of the Company will be conducted on a fully virtual basis through live streaming and online remote voting using the Remote Participation and Voting (“**RPV**”) Facility. This is in line with the Guidance Notes and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and its subsequent revisions including any amendments that may be made from time to time.

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 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.

RPV FACILITY

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 Facility provided by the Company’s Share Registrar, Sunway Management Sdn Bhd (“**Registrar**”), via its website portal at www.sunwaymanagement.com.my (“**Registrar Portal**”).

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the Meeting. Shareholders may also submit questions to the Board prior to the Meeting by emailing to irsunwayberhad@sunway.com.my no later than 2.30 p.m. on 1 September 2020 or via the Q&A platform in the Registrar Portal from 12.00 p.m. on 27 August 2020 up to 2.00 p.m. on 2 September 2020. 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.sunway.com.my under Investor Relations’ page, after the Meeting.

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

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PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the Meeting remotely using the RPV Facility, 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>> followed by <<Register>> to sign up as a user. • Complete the registration by filling up the information required and upload a softcopy of your MyKAD (front and back) or Passport. • Read and agree to the terms & conditions and thereafter, submit your request. • 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.
(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 27 August 2020 up to 2.00 p.m. on 2 September 2020. • Select “Virtual Meeting” under 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 the Meeting 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 “Virtual Meeting” under Main Menu. • Click “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 EGM. • If you have any question(s) during the Meeting for the Chairman/Board/Management, you may use the Q&A platform in the Zoom Cloud Meetings App to submit your question(s). The 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 the “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 of the Meeting declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. • Please cast your votes 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 Facility	<ul style="list-style-type: none"> • The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman of the Meeting announces the closure of the Meeting.

Note to users of the RPV Facility:

- 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. Your login to the Registrar Portal on the day of the Meeting will indicate your presence at the Meeting.
- 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.

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PROXY

1. The Meeting will be conducted on a fully virtual basis. If you are unable to attend the Meeting, you may appoint the Chairman of the Meeting as proxy and indicate the voting instructions in the Proxy Form.
2. If you wish to appoint proxy(ies) to participate in the Meeting via the RPV Facility, 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

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 Meeting via RPV Facility.
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 Meeting via RPV Facility.
5. Shareholder who has appointed a proxy or attorney or authorised representative to participate at the Meeting via RPV Facility 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. Voting session will commence once the Chairman of the Meeting declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the voting procedures using the RPV Facility.
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.

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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 names appear on the ROD as at 26 August 2020 shall be entitled to participate or appoint proxy(ies) to participate at the Meeting via the RPV Facility.

NO DOOR GIFT

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

DIGITAL COPIES OF EGM DOCUMENTS

1. As part of our dedicated commitment to sustainable practices, the following documents of the Company are available and can be downloaded from the Company’s website at <https://www.sunway.com.my/investor-relations>:

- (a) Notice of EGM and Proxy Form
- (b) Administrative Details of the Meeting
- (c) Circular to shareholders in relation to the proposed rights issue of irredeemable convertible preference shares and the proposed amendments to the Constitution of the Company dated 11 August 2020 (“**ICPS Circular**”).

2. You may request for a printed copy of the ICPS Circular via the Request Form or online at <https://www.sunway.com.my/investor-relations> under the section of “AGM/EGM”. You may also contact the following representatives of the Registrar for the printed copy of the ICPS 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:-

- (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 Valerie Chong (Tel: 03-5639 8843 or valeriecsy@sunway.com.my)

PERSONAL DATA PRIVACY

By registering for the RPV and/or submitting the instrument appointing 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.