SUNWAY BERHAD

(Registration No. 201001037627 (921551-D))
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS
FOR THE EXTRAORDINARY GENERAL MEETING ("EGM" or the "Meeting")

Date	:	**Friday, 6 November 2026**
Time	:	**3:30 p.m.**
Meeting Venue	:	**Grand Forum, Level 10, Sunway Resort Hotel, Persiaran Lagoon Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia**

MEETING MODE

The EGM will be held **physically** at the Meeting Venue.

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 30 October 2026 shall be entitled to attend and vote at the EGM or appoint proxy(ies)/corporate representative(s) to attend and vote on his/her/their behalf.

If you are unable to attend the EGM, 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 set out in the Notice of the EGM.

Please note that transaction or contract notes relating to the purchase or trading of Sunway shares **will not** be accepted as proof of eligibility for registration and attendance at the Meeting. For avoidance of doubt, eligibility to attend and vote at the EGM will be determined solely based on **the ROD as at 30 October 2026.**

REGISTRATION AND ADMISSION TO THE MEETING

(a) Registration will commence at 1:30 p.m. and **close 20 minutes after commencement of the Meeting**, or at such other time as may be determined by the Chairperson. You are encouraged to arrive early to allow sufficient time for registration and to avoid disruption to the Meeting proceedings.

(b) Please present your **ORIGINAL National Registration Identity Card ("NRIC")** or **passport (for non-Malaysians)** during registration for identity verification. **Photocopies or digital copies of NRICs or Passports will not be accepted.**

(c) Registration must be performed in person. You are **not** permitted to register on behalf of another individual, even if you are in possession of that individual's original NRIC/passport.

(d) If you are attending the Meeting in both capacities as a shareholder and a proxy, you are only required to register **ONCE.** Upon successful registration, your attendance will be recorded and an identification wristband will be provided to you at the registration counter.

(e) Admission to the meeting hall is **strictly by identification wristband only**. Please ensure that the wristband is kept securely, as **no replacement wristband** will be issued if it is lost, misplaced or stolen. Entry into the meeting hall will commence from 2:30 p.m. onwards.

(f) A unique QR code will be generated for you to scan using your personal device to access the electronic polling ("e-polling") system for the purpose of casting your vote.

HELP DESK COUNTER

The registration counters are designated solely for the verification of shareholdings and registrations. For any other enquiries or clarification relating to the registration process, please proceed to the Help Desk counter for assistance.

The Help Desk counter will also facilitate requests for the 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 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, not less than 24 hours before the time appointed for holding the EGM or any adjournment thereof. The Proxy Form may be submitted by hand, post or email to bsr.proxy@boardroomlimited.com. Alternatively, you may appoint your proxy electronically via the **Boardroom Smart Investor Portal** ("**BSIP**") at https://investor.boardroomlimited.com ("**e-Proxy Lodgement**") no later than 3:30 p.m. on Thursday, 5 November 2026.

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 account type i.e. "**Individual Shareholder**" or "**Corporate Holder**".
- Please complete the registration by providing 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 create your password.
- Click **"Sign Up"**.
- You will receive an email from BSIP Online for email address verification. Click **"Verify Email Address"** in the email to continue with the registration process.
- Upon successful verification of your email, you will be re-directed to BSIP Online for verification of mobile number.
- Click **"Request OTP Code".** A One-time Password ("**OTP**") will be sent to the registered mobile number. Enter the OTP 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 business day.
- You can log in to BSIP at https://investor.boardroomlimited.com with the email address and password that you have registered 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 registered under Step 1.
- Enter the OTP sent to your registered email address to verify your identity.
- From the list of Meeting Event(s), select **"SUNWAY BERHAD EXTRAORDINARY GENERAL MEETING"** and click **"Enter"**.
- Click **"Submit eProxy form"**.
- Enter your CDS account number and the number of shares held.
- Select your proxy by appointing either the Chairman of the Meeting or your preferred individual proxy(ies).
- Read and accept the Terms and Conditions and thereafter, click "**Next**".
- Enter the required particulars of your proxy(ies).
- Indicate your voting instructions by selecting **"FOR"** or **"AGAINST"** or **"ABSTAIN"**. If you wish to allow your proxy(ies) to vote at their discretion, please select **"DISCRETIONARY"**.
- Review the details of your proxy appointment and voting instructions carefully. Once confirmed, click "**Apply**" to submit your e-Proxy Form.
- Download or print the eProxy Form as acknowledgement.

Authorised Nominee and Exempt Authorised Nominee (via BSIP)

- Log in to *https://investor.boardroomlimited.com* using your user ID and password registered under Step 1.
- Enter the OTP sent to your registered email address to verify your identity.
- From the list of Meeting Event(s), select **"SUNWAY BERHAD EXTRAORDINARY GENERAL MEETING"** and click **"Enter"**.
- Click **"Submit eProxy form"**.
- Select the company that you would like to represent (if more than one).
- Proceed to download the prescribed file format for **"Submission of Proxy Form"** from BSIP.
- Complete the downloaded file by entering all required information relating to the appointment of your proxy(ies).
- Proceed to upload the duly completed proxy(ies) appointment file to BSIP.
- Review and confirm the details of the proxy appointment(s) and click **"Submit"**.
- Upon successful submission, download or print the eProxy Form as acknowledgement.

*[Note: If you are the authorised representative(s) for more than one 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 EGM in person, please do not submit any proxy form. You will NOT be allowed to attend the EGM together with a proxy appointed by you.

REVOCATION OF PROXY APPOINTMENT

If you have submitted your Proxy Form prior to the EGM and subsequently wish to appoint another person or attend the Meeting in person, you must first revoke your existing proxy appointment. The revocation must be submitted at least twenty-four (24) hours before the Meeting i.e. not later than 3:30 p.m. on Thursday, 5 November 2026. The steps for revoking a proxy appointment submitted either electronically via the e-Proxy facility or through a hard copy Proxy Form are as follows:

eProxy Form	**Hard copy Proxy Form**
➢ Click "**Meeting Event**" and Enter "**SUNWAY BERHAD EXTRAORDINARY GENERAL MEETING**". ➢ Go to "**Submitted eProxy Form list**" and click "**View**" for the eProxy Form. ➢ Click "**Cancel/Revoke**" at the bottom of the eProxy Form. ➢ Click "**Proceed**" to confirm.	Please write in to bsr.proxy@boardroomlimited.com to revoke the appointment of proxy/proxies.

Alternatively, you may proceed to the Help Desk counter on the day of the EGM to revoke the appointment of proxy. Upon revocation, proxy/proxies appointed earlier will no longer be entitled to attend and vote at the EGM on your behalf. In such event, you are therefore advised to inform your proxy(ies) of the revocation accordingly to avoid any inconvenience on the day of the Meeting.

VOTING PROCEDURES

Pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"), all resolutions set out in the Notice of the EGM will be put to a vote by way of 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 vote on the resolutions at the EGM in the following manner:

(i) Scanning the QR code given to you during the registration process using your own personal device; or
(ii) Using the e-polling kiosk provided by Boardroom at the meeting hall.

For the EGM, 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.

CIRCULAR TO SHAREHOLDERS

(a) The Circular to Shareholders dated [22 October 2026] in relation to the Proposed Establishment of an Employees Share Option Scheme ("**ESOS**") and Proposed Allocation of ESOS Options ("**Circular**") is available on Sunway's website at https://www.sunway.com.my/investor-relations/ under the "EGM" section and Bursa Securities' website at www.bursamalaysia.com under Company Announcements of Sunway.

(b) In support of our sustainability efforts and commitment to reducing environmental impact, **only a limited number of printed copies of the Circular will be provided to shareholders at the EGM, 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 of the Circular, you may submit your request through Vistra Share Registry and IPO (MY) portal at https://srmy.vistra.com by selecting "Request for Annual Report/Circular" under the "Investor Services".

NO DOOR GIFTS/VOUCHERS

Please note that NO door gifts/vouchers will be provided to shareholders/proxies/corporate representatives attending the Meeting.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography of the EGM are strictly prohibited. The Company reserves the right to require the immediate removal or deletion of any unauthorised recording and/or photography. Any unauthorised content that is subsequently shared, published, or distributed through social media or other platforms may be subject to legal action, including the right to claim damages where applicable.

REFRESHMENT

Each shareholder and/or proxy attending the EGM will be entitled to one (1) food pack only. 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 one (1) food pack, irrespective of the number of shareholders he/she is representing.

Food pack can be redeemed after registration at a designated counter. Please note that only non-vegetarian food will be served. Food packs will be distributed on a first-come first-serve basis, while stocks last.

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 Mall; or
(iii) Sunway Pyramid Hotel; or
(iv) Sunway Lagoon Hotel.

Complimentary parking shall be redeemed exclusively via the Sunway Super App. Please proceed to the Parking Redemption Counter to register your vehicle's license plate number. To expedite the redemption of the complimentary parking, please download and activate the "**Sunway Super App**" in your mobile device prior to the EGM. The redemption will be made digitally, and no physical parking ticket will be issued. Please ensure that your vehicle license plate number provided is accurate during the redemption process. An incorrect license plate number will result in the complimentary parking not being recognised at the car park exit, in which case you will be required to pay the applicable parking charges.

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.

Please scan the QR code below to download the Sunway Super App:

SUBMISSION OF QUESTIONS

You may submit questions in relation to the agenda items of the EGM prior to the Meeting not later than 3:30 p.m. on Thursday, 5 November 2026 via email to irsunwayberhad@sunway.com.my or via BSIP at https://investor.boardroomlimited.com using the same user ID and password created with BSIP. Please select "SUBMIT QUESTION" to pose your questions.

The Chairperson/Board/Management will endeavour to respond to the questions submitted during the EGM. 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 "EGM" section, within 30 business days from the EGM.

PERSONAL DATA POLICY

By registering for the electronic voting and/or submitting the instrument(s) appointing proxy(ies) and/or representative(s), you have 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. You agree that you will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages due to your 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	:	11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Telephone Number	:	603-7890 4700 (Helpdesk)
Fax Number	:	603-7890 4670
Email	:	bsr.helpdesk@boardroomlimited.com