

SWS Capital Berhad

(Registration No. 199901027346 (502246-P))
(Incorporated in Malaysia)

TWENTY-THIRD (23rd) ANNUAL GENERAL MEETING

ADMINISTRATIVE GUIDE FOR SHAREAHOLDERS

Date : Monday, 22 May 2023
Time : 2.00 p.m. or at any adjournment thereof
Meeting Platform : <https://agm.digerati.com.my/sws-online>

MODE OF MEETING

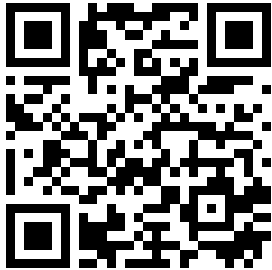
According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 if the online platform is located in Malaysia.

In line with the Malaysian Code on Corporate Governance Practice 12.3, this virtual 23rd Annual General Meeting (“**AGM**”) will facilitate greater shareholder’s participation (including posting questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) *or* the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using Remote Participation and Voting Platform (“**RPV Platform**”), provided by Digerati Technologies Sdn Bhd (“**DIGERATI**”) at <https://agm.digerati.com.my/sws-online>.

PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate the 23rd AGM remotely using RPV must follow the following procedures:-

Step	Action	Procedure
A	To register as an user using the website: https://agm.digerati.com.my/sws-online 	<ul style="list-style-type: none">● Complete the registration form.● Upload your identity documents.● Submit your registration form.● You will receive an email for verification purpose. You need to complete the process to complete the registration. (Please check your spam mailbox if you do not receive the email)● You will receive an email upon successful or rejected registration.● You may skip this step if you are already a registered user
B	To request for RPV	<ul style="list-style-type: none">● Login your registered account through the Registrar website.● Select “SWSCAP 23rd AGM”.● Read and agree to Terms & Conditions then confirm the Declaration.● Complete and submit the request form.● You may appoint proxy(s) in the request form.● You may pose your question, if any, to the Chairman/Board in the request form.● You will receive an email as the receipt of request form.● Registrar will verify your request against the ROD after closing time. Closing time for request submission will be 48 hours prior to the meeting. No request will be entertained after closing time.● You and your proxy(s) will receive a notification email upon approval or rejection of RPV.● In the case of approval, below links will be attached in the email.<ol style="list-style-type: none">1. Broadcast link2. E-Poll Form link

C	On the day of AGM	<ul style="list-style-type: none"> ● Login to the company website. ● Access to Broadcast and E-Poll Form using the website or through email links ● If you have any question for the Chairman/Board, you may use the Q&A section to text your question. If time permits, the Chairman/Board will try to respond to those relevant questions relating to the businesses which are submitted by remote participants. ● Submit your voting within a specific period of time once the Chairman announces that the voting is open. ● Voting will be closed upon the expiry of the voting period. ● Broadcast will be terminated upon the announcement of the poll result by the Chairman.
---	-------------------	--

RECORD OF DEPOSITORS (“ROD”)

For the purpose of determining a member who shall be entitled to attend the AGM, the Company shall request Bursa Malaysia Depository Sdn Bhd to issue a **Record of Depositors as at 12 May 2023**. Only a depositor whose name appears on the Record of Depositors as at 12 May 2023 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf. We strongly encourage our shareholders and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM.

APPOINTMENT OF PROXY

If you are unable to attend and participate at the meeting via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The instrument appointing a proxy and the power of attorney or other authority i.e. the corporate representatives / authorised nominees or exempt authorised nominees who wishes to attend and participate at the meeting via RPV facilities, please ensure the duly executed original Proxy Form(s) or the original / duly certified Certificate(s) of Appointment of its corporate / authorised representative / power of attorney / letter of authority or other documents proving authority must be deposited to Company’s Share Registrar office, Aldpro Corporate Services Sdn. Bhd. at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan not less than forty-eight (48) hours before the time appointed for holding the meeting i.e. not later than **Saturday, 20 May 2023 at 2.00 p.m.**

NO DOORGIFT / FOOD VOUCHERS

There will be no distribution of door gifts/vouchers this year to members/proxies/corporate representatives/attorneys who participated in the 23rd AGM.

NO RECORDING OR PHOTOGRAPHY

Please note that no recording or photography of the 23rd AGM proceedings is allowed.

ENQUIRY

If you have any enquiry or require any assistance before or during the 23rd AGM, please contact the following officers during office hours, 9.00 a.m. to 5.00 p.m. (Monday to Friday).

For registration, logging in and system related:

Digerati Technologies Sdn Bhd

Name : Mr. Alex Kong
Telephone : +6011-6338 8316
Email : support@digerati.com.my

For Proxy and other matters:

Aldpro Corporate Services Sdn. Bhd.

B-21-1, Level 21, Tower B,
Northpoint Mid Valley City,
No. 1, Medan Syed Putra Utara,
59200 Kuala Lumpur, Wilayah Persekutuan

Tel : +603-9770 2200
Fax : +603-9770 2239
Email : admin@aldpro.com.my / support@digerati.com.my
Name : Ms. Wong Fui Sin / Ms. Christine Cheng