



Sapura Industrial Berhad  
Registration No.: 197401000510 (17547-W)

# ADMINISTRATIVE GUIDE ON 47<sup>th</sup> ANNUAL GENERAL MEETING

Date : Tuesday, 20 June 2023

Time : 11.00 a.m.

Broadcast Venue : Tricor Business Centre, Gemilang Room, Unit 29-02, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

## MODE OF MEETING

- The 47<sup>th</sup> Annual General Meeting (“AGM”) of Sapura Industrial Berhad (“SIB” or “the Company”) will be conducted virtually through live streaming from the Broadcast Venue and online remote voting via Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor” or “Share Registrar”) TIIH Online website at <https://tiih.online>.
- 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 shareholder from the public should be physically present nor admitted at the Broadcast Venue on the day of the AGM.
- You are encouraged to attend the 47<sup>th</sup> AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 47<sup>th</sup> AGM.
- You can view and download the digital version of the Annual Report 2023 from our Company’s corporate website at [www.sapuraindustrial.com.my](http://www.sapuraindustrial.com.my) or at Bursa Malaysia Berhad’s official website at [www.bursamalaysia.com](http://www.bursamalaysia.com).
- Should you require a printed copy of the Annual Report 2023, you may submit your request through Tricor’s TIIH Online website at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services” or by completing the Requisition Form and returning it to our Share Registrar by mail or fax.

Alternatively, you may also make your request through telephone/email to our Share Registrar at the number/email address given below.

## REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

- The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>.
- Shareholders are to participate and vote remotely at the 47<sup>th</sup> AGM using the RPV facilities.
- A shareholder who has appointed a proxy(ies) or attorney(s) or corporate representative(s) to participate and vote at this 47<sup>th</sup> AGM must request his/her proxy(ies) or attorney(s) or corporate representative(s) to register himself/herself for RPV facilities.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## PROCEDURES FOR REMOTE PARTICIPATION AND VOTING

Procedure	Action
<b>BEFORE THE AGM DAY</b>	
(i) Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li></ul>
(ii) Submit your request to attend the 47 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"><li>• Registration is open on Monday, 22 May 2023 until the day of the 47<sup>th</sup> AGM on Tuesday, 20 June 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 47<sup>th</sup> AGM to ascertain their eligibility to participate at the 47<sup>th</sup> AGM using the RPV.</li><li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>(Registration) SAPURA INDUSTRIAL BERHAD 47<sup>th</sup> AGM</b></li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select “<b>Register for Remote Participation and Voting</b>”.</li><li>• Review your registration and proceed to register.</li><li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the Record of Depositors as at 12 June 2023, the system will send you an e-mail on or after 18 June 2023 to approve or reject your registration for remote participation.</li></ul> <p>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</p>

Procedure	Action
<b>ON THE AGM DAY</b>	
(i) Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 47<sup>th</sup> AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of meeting at 11.00 a.m. on Tuesday, 20 June 2023.</li> </ul>
(ii) Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>(Live Stream Meeting) SAPURA INDUSTRIAL BERHAD 47<sup>th</sup> AGM</b> to engage in the proceedings of the 47<sup>th</sup> AGM remotely.</li> <li>If you have any questions, you may use the query box to transmit them. The Company will endeavor to answer the questions received at the AGM.</li> </ul>
(iii) Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 11.00 a.m. on Tuesday, 20 June 2023 until the time when the Chairman announces the end of the voting session of the 47<sup>th</sup> AGM.</li> <li>Select the corporate event: <b>(Remote Voting) SAPURA INDUSTRIAL BERHAD 47<sup>th</sup> AGM</b> or if you are on the live stream meeting page, you can select <b>"GO TO REMOTE VOTING PAGE"</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(iv) End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 47<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>

#### Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast depends on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.
- No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

#### ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

- Only shareholder(s) whose names appear on the Record of Depositors as at 12 June 2023 shall be eligible to participate and vote at the 47<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 47<sup>th</sup> AGM will be conducted virtually, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 47<sup>th</sup> AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 47<sup>th</sup> AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy(ies)/corporate representative(s)/attorney(s) for the 47<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 18 June 2023 at 11.00 a.m.**:
  - In Hard copy:
    - By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur; or
    - By fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)
  - By Electronic form:

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
<b>Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>

Proceed with submission of proxy form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>SAPURA INDUSTRIAL BERHAD 47<sup>th</sup> AGM - "Submission of Proxy Form"</b>.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide on your votes.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the proxy form for your record.</li> </ul>
<b>Steps for Corporation or Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a user under "e-Services". Select <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of proxy form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate event: <b>SAPURA INDUSTRIAL BERHAD 47<sup>th</sup> AGM - "Submission of Proxy Form"</b>.</li> <li>Agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxy by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

#### POLL VOTING

- The voting at the 47<sup>th</sup> AGM 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).
- Shareholders(s)/proxy(ies)/corporate representative(s)/attorney(s) can proceed to vote on the resolutions at any time from 11.00 a.m. on Tuesday, 20 June 2023 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to "Procedures for Remote Participation and Voting" provided above for guidance on how to vote remotely via TIIH Online.
- Upon completion of the voting session for the 47<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### PRE-MEETING SUBMISSION OF QUESTIONS

- Shareholder(s) may submit questions prior to the 47<sup>th</sup> AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, post questions and submit electronically no later than **Sunday, 18 June 2023 at 11.00 a.m.** The Company will endeavor to answer the questions received at the AGM.

#### NO VOUCHERS AND DOOR GIFTS

- Vouchers and door gifts will not be provided for shareholder(s)/proxy(ies) participating at the 47<sup>th</sup> AGM.

#### ENQUIRY

- If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

##### Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons : Nor Faeayzah binti Mat Sani [+603-2783 9274 / [nor.faeayzah@my.tricorglobal.com](mailto:nor.faeayzah@my.tricorglobal.com)]

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