



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

ADMINISTRATIVE GUIDE 48th ANNUAL GENERAL MEETING

Date : Wednesday, 10 July 2024

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 48th Annual General Meeting (“AGM”) of Sapura Industrial Berhad (“SIB” or “the Company”) will be conducted virtually through live streaming from 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 48th 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 48th AGM.
- You can view and download the digital version of the Annual Report 2024 from our Company’s corporate website at www.sapuraindustrial.com.my or at Bursa Malaysia Berhad’s official website at www.bursamalaysia.com.
- Should you require a printed copy of the Annual Report 2024, 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 48th 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 48th 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
BEFORE THE AGM DAY	
(i) Register as a user with TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under the “e-Services”. Select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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.
(ii) Submit your request to attend the 48 th AGM remotely	<ul style="list-style-type: none"> Registration is open on Friday, 31 May 2024, until the day of the 48th AGM on Wednesday, 10 July 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 48th AGM to ascertain their eligibility to participate at the 48th AGM using the RPV. Login with your user ID (i.e. e-mail address) and password and select the corporate event: (Registration) SAPURA INDUSTRIAL BERHAD 48th AGM Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 1 July 2024, the system will send you an e-mail on or after 8 July 2024 to approve or reject your registration for remote participation. <p>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</p>

Procedure	Action
ON THE AGM DAY	
(i) Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 48th AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of meeting at 11.00 a.m. on Wednesday, 10 July 2024.
(ii) Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: (Live Stream Meeting) SAPURA INDUSTRIAL BERHAD 48th AGM to engage in the proceedings of the 48th AGM remotely. 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 48th AGM.
(iii) Online remote voting	<ul style="list-style-type: none"> Voting session commences from 11.00 a.m. on Wednesday, 10 July 2024 until the time when the Chairman announces the end of the voting session of the 48th AGM. Select the corporate event: (Remote Voting) SAPURA INDUSTRIAL BERHAD 48th AGM or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(iv) End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the 48th AGM, the Live Streaming will end.

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 email to 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 1 July 2024 shall be eligible to participate and vote at the 48th 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 48th 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 48th AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 48th AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 48th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 8 July 2024 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
- 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
Steps for Individual Shareholders	
Register as a User TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under the "e-Services". Refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.

Procedure	Action
Proceed with submission of proxy form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: SAPURA INDUSTRIAL BERHAD 48th AGM - "Submission of Proxy Form". Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide on your votes. Review and confirm your proxy(ies) appointment. Print the proxy form for your record.

Steps for Corporation or Institutional Shareholders

Register as a User with TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under "e-Services". Select "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <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"> Login to TIIH Online at https://tiih.online Select the corporate event: SAPURA INDUSTRIAL BERHAD 48th AGM - "Submission of Proxy Form". Agree to the Terms & Conditions and confirm the Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxy by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.
---------------------------------------	--

POLL VOTING

- The voting at the 48th 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).
- Shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) can proceed to vote on the resolutions at any time from 11.00 a.m. on Wednesday, 10 July 2024 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 48th 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

- Shareholders may submit questions prior to the 48th 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 **Monday, 8 July 2024 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 48th 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

Contact persons : Mohamad Khairudin bin Tajudin [+603-2783 7973/Mohamad.Khairudin@my.tricorglobal.com]