



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

ADMINISTRATIVE GUIDE

49TH ANNUAL GENERAL MEETING

Day, Date : Tuesday, 24 June 2025
Time : 11.00 a.m
Meeting Venue : Melur Room, Level 3, Bangi Resort Hotel, Off Persiaran Bandar, 43650 Bandar Baru Bangi, Selangor, Malaysia
Mode of Meeting : Physical Annual General Meeting

APPOINTMENT OF PROXY

Only members whose names appear in the Record of Depositors of Sapura Industrial Berhad ("the Company") as at **13 June 2025** shall be entitled to participate and vote at the Annual General Meeting ("AGM") or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

Shareholders who appoint proxy(ies) to participate in the 49th AGM must ensure that the duly executed proxy forms are deposited, either in a hard copy form or by electronic means to the Share Registrar no later than **Sunday, 22 June 2025 at 11:00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-

(i) **In hard copy form**

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor"), at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, Tricor Drop-in Box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) **By electronic form**

The proxy form can be electronically lodged with the Share Registrar via TIH Online at <https://tiih.online>. Kindly refer to procedures below for electronic lodgement of proxy form.

Procedure	Action
i. Steps for individual shareholders	
(a) Register as a User with TIH Online	<ul style="list-style-type: none">Access the website at https://tiih.online.Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIH Online, you are not required to register again.
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password.Select the corporate event: "SAPURA INDUSTRIAL BERHAD 49TH AGM - SUBMISSION OF PROXY FORM".Read and agree to the Terms & 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.Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide on your votes.Review and confirm your proxy(ies) appointment.Print form of proxy for your record.
ii. Steps for corporation or institutional shareholders	
(a) Register as a User with TIH Online	<ul style="list-style-type: none">Access the website at https://tiih.online.Register as a user under the "e-Services".Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "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.

(Note: The representative of a corporation or institutional shareholder must register as a user first 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.)

Procedure	Action
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ii. Steps for corporation or institutional shareholders

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| (b) Proceed with submission of Form of Proxy | <ul style="list-style-type: none"> • Login to TIH Online at https://tiih.online. • Select the corporate event: "SAPURA INDUSTRIAL BERHAD 49TH AGM - SUBMISSION OF PROXY FORM". • Read and 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 proxies by inserting the required data. • Submit the proxy appointment file. • Login to TIH Online, select corporate event: "SAPURA INDUSTRIAL BERHAD 49TH AGM - SUBMISSION OF PROXY FORM". • 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. |
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VOTING PROCEDURE

1. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of 49th AGM will be put to vote by poll.
2. The Company has appointed Tricor as Poll Administrator to conduct poll by way of electronic voting ("E-voting") and SC Lim, Ng & Co PLT as scrutineers to verify the poll results.
3. E-voting for each of the resolutions as set out in the Notice of 49th AGM will take place only upon the conclusion of the deliberations of all the businesses transacted at the 49th AGM. The registration for attendance will be closed to facilitate commencement of the poll.
4. All attendees at the Meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.
5. Upon completion of the voting session for the 49th AGM, the Scrutineers will verify the poll results and to be followed by the Chairman's declaration whether the resolutions are duly passed.

NO VOUCHERS AND DOOR GIFTS

Vouchers and door gifts will not be provided for shareholder(s)/proxy(ies) participating at the 49th 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
- Email : is.enquiry@vistra.com
- Contact persons : Mohammad Khairudin : +603-2783 7973 (Mohamad.Khairudin@vistra.com)
Nurul Ainee : +603-2783 9265 (Nurul.Ainee@vistra.com)