



**SHARIKAT PERMODALAN KEBANGSAAN BERHAD**  
(Registration No.: 196101000067(4115-H))  
(Incorporated In Malaysia)

## **ADMINISTRATIVE DETAIL FOR THE EXTRAORDINARY GENERAL MEETING**

Meeting Date : Tuesday, 11 June 2024  
Time : 11.30 a.m.  
Meeting Platform : [www.swsb.com.my](http://www.swsb.com.my)  
Broadcast Venue : No. 2-1 Jalan Sri Hartamas 8  
Sri Hartamas  
50480 Kuala Lumpur

### **NO FOOD PACK AND DOOR GIFT**

There will be **NO DISTRIBUTION** of food packs or door gifts during the Extraordinary General Meeting ("EGM") as the meeting will be conducted on virtual basis.

### **MODE OF MEETING**

The EGM will be conducted entirely through live streaming from the Broadcast Venue.

**No Shareholders/Proxies will be allowed to be physically present at the Broadcast Venue on the day of the EGM.**

### **REMOTE PARTICIPATION AND VOTING ("RPV") FACILITIES**

- Please note that the RPV Facilities is available to :
  - Individual members;**
  - Proxy holders (who must be a member of the company); and**
  - Corporate shareholders;**collectively referred to as ("**Shareholder(s)**")
- The EGM will be conducted through live streaming and online remote voting. Shareholder(s) is/are encouraged to attend the EGM by using the RPV Facilities.
- Shareholders who are not able to participate in the EGM are encouraged to appoint the Chairman of the Meeting to vote on his/her behalf at the EGM by completing and indicating the voting instruction in the proxy form.
- Proxies or Corporate representatives who wishes to use the RPV Facilities at the EGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are to be submitted to the registered office at 11<sup>th</sup> Floor, Menara Perak, No. 24, Jalan Perak, 50450 Kuala Lumpur not later than 9 June 2024 at 11.30 a.m.

5. Shareholders are required to read and follow the procedures for the RPV Facilities as summarised below:-

|                              | Procedures  | Action  |
|------------------------------|---|---|
| <b>Before the day of EGM</b> |   |   |
| (i)                          | Register as a user  | <ul style="list-style-type: none"> <li>• If you have already registered an account at the website, you are not required to register again.</li> <li>• Access website through <a href="http://www.swsb.com.my">www.swsb.com.my</a></li> <li>• Click "<b>Login</b>" and click "<b>Register</b>" to sign up as a user.</li> <li>• The registration will be open from 27 May 2024 at 11.30 a.m. and the registration will close on 10 June 2024 at 11.30 am.</li> <li>• Complete the registration form and upload softcopy of MyKAD (front and back).</li> <li>• Read and agree to the terms &amp; conditions and thereafter submit your request.</li> <li>• Please enter a valid email address and verify your user ID within <b>one (1) hour</b>.</li> <li>• Upon verifying and approving your registration, an email notification will be sent to you.</li> <li>• After verification of your registration against the Register of Members of the Company as at 4 June 2024, the system will send to you in due course an email to notify you if your registration is approved or rejected.</li> <li>• If your registration is rejected, you can contact ShareWorks Sdn. Bhd. for clarifications or to appeal.</li> </ul> |
| <b>On the day of EGM</b>     |   |   |
| (ii)                         | Login to <a href="http://www.swsb.com.my">www.swsb.com.my</a> | Login with your user ID and password for remote participation at the EGM at any time from 11.00 a.m. i.e. <b>30 minutes</b> before the commencement of EGM on 11 June 2024 at 11.30 a.m.  |
| (iii)                        | Participate through Live Streaming                            | <ul style="list-style-type: none"> <li>• Select the "<b>Virtual Meeting</b>" from main menu.</li> <li>• Click the "<b>Join Meeting</b>" located next to the event.</li> <li>• Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming.</li> <li>• Any questions for the Chairman and the Board of Directors which relates to the resolution to be tabled at the EGM, you may use the Q&amp;A panel to send your questions. The Chairman and the Board of Directors will endeavour their best to respond to the questions.</li> <li>• Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.</li> </ul>   |
| (iv)                         | Online remote voting  | <ul style="list-style-type: none"> <li>• Select "<b>Voting</b>" located next to the "<b>Join Meeting</b>" and indicate your vote for the resolution that is tabled for voting.</li> <li>• Voting session will commence once the Chairman of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the EGM.</li> <li>• Cast your vote on the resolution as appeared on the screen and submit your vote. Once submitted, your vote will be final and cannot be changed.</li> </ul>  |
| (v)                          | End of RPV Facilities   | <ul style="list-style-type: none"> <li>• The RPV Facilities will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the EGM.</li> </ul>  |

## **REGISTER OF MEMBERS FOR THE GENERAL MEETING**

- For the purpose of determining a member who shall be entitled to attend the EGM, only a Shareholder whose name appears on the Register of Members as at 4 June 2024 shall be entitled to attend the said meeting remotely or appoint a proxy to attend and vote on his/her behalf.

## **PROXY**

- Since the EGM will be conducted via a virtual meeting, a Shareholder can appoint the Chairman of the Meeting as proxy to vote on his/her behalf at the EGM by completing and indicating the voting instruction in the proxy form.
- You may submit your Proxy Form to the registered office at 11<sup>th</sup> Floor, Menara Perak, No. 24, Jalan Perak, 50450 Kuala Lumpur not later than 9 June 2024 at 11.30 a.m., not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

## **VOTING PROCEDURES**

- The resolution set out in the Notice of the EGM of the Company shall be put to vote by way of a poll. The Company has appointed ShareWorks Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means. Shareholders can proceed to vote on the resolution before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iv) of the above Procedures section for guidance on how to vote remotely from the Share Registrar website at [www.swsb.com.my](http://www.swsb.com.my). The Poll Administrator will verify the poll results. The final poll results will be displayed followed by the Chairman's declaration on whether the resolution is duly passed.

## **RESULTS OF THE VOTING**

The results of the voting for the resolution will be announced at the EGM.

## **CIRCULAR TO SHAREHOLDERS**

The printed copy of the Circular to Shareholders has been circulated to the shareholders on 27 May 2024.

## **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

## **ENQUIRY**

If you have any enquiry prior to the virtual meeting, please contact our Share Registrar Mr. Kou or Mr Wai Kien during office hours (from 9.00 am to 5.00 pm (Monday to Friday)):

**ShareWorks Sdn Bhd**  
2-1 Jalan Sri Hartamas 8  
Sri Hartamas  
50480 Kuala Lumpur

Telephone Number : 03-6201 1120  
Email : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)