

ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING

Date and Time : Friday, 24 May 2024

Broadcast Venue : Suite 8, Main Tower, Sunsuria Avenue, Persiaran Mahogani, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

MODE OF MEETING

The Extraordinary General Meeting (“**EGM**”) of the Company will be conducted on a virtual manner through live streaming from the Broadcast Venue.

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. Shareholders/proxies will not be allowed to attend the EGM of the Company in person at the Broadcast Venue on the day of the EGM of the Company. However, Shareholders/proxies shall register their attendance to participate in the EGM of the Company remotely by using the Remote Participation and Voting facilities (“**RPV Facilities**”) provided by the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**TIIH**”), via its website at <https://tiih.online> (“**TIIH Online**”).

PROCEDURES FOR RPV FACILITIES

Shareholders, proxies or authorised representatives who wish to participate the EGM of the Company using the RPV Facilities are to follow the requirements and procedures summarised below:

Procedure		Action
Before the Day of the EGM of the Company		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at 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 email.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.
(b)	Submit your registration for RPV Facilities	<ul style="list-style-type: none">Registration is open from Tuesday, 7 May 2024 till the day of the EGM of the Company on Friday, 24 May 2024. Shareholders, proxies, authorised representatives or attorney(s) are required to pre-register their attendance for the EGM of the Company to ascertain their eligibility to participate the EGM of the Company using the RPV Facilities.Login with your user ID and password and select the corporate event: “(REGISTRATION) SUNSURIA BERHAD EGM”.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 of the Company as at 17 May 2024, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV Facilities are detailed therein. In the event your registration is not approved, you will also be notified via email. <p>Note: Please allow sufficient time for the approval as a new user of TIIH Online as well as the registration for RPV Facilities in order that you can login to TIIH Online and participate the EGM of the Company remotely.</p>

Procedure		Action
On the day of the EGM of the Company		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM of the Company at any time from 1.30 p.m. i.e. 1 hour before the commencement of the EGM of the Company on Friday, 24 May 2024 at 2.30 p.m.
(d)	Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SUNSURIA BERHAD EGM” to engage in the proceedings of the EGM of the Company remotely. If you have any question for the Chairman / Board of Directors of the Company (“Board”), you may use the query box to transmit your question. The Chairman / Board will endeavor to respond to questions submitted by you during the EGM of the Company. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online remote voting	<ul style="list-style-type: none"> Voting session commences from Friday, 24 May 2024 at 2.30 p.m. until a time when the Chairman announces the end of the voting session of the EGM of the Company. Select the corporate event: “(REMOTE VOTING) SUNSURIA BERHAD EGM” 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 Central Depository System (“CDS”) account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the EGM of the Company, the live streaming will end.

Notes to users of the RPV Facilities:

- Should your registration for RPV Facilities 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 the EGM of the Company will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issue with logging-in, connection to the live stream meeting or online voting on the day of the EGM of the Company, kindly call TIIH’s helpline at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY(IES) OR AUTHORISED REPRESENTATIVE(S)

Shareholders who appoint proxy(ies) or authorised representative(s) to participate, speak and vote at the EGM of the Company via RPV Facilities must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to TIIH no later than Wednesday, 22 May 2024 at 2.30 p.m.

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

(i) In Hardcopy Form

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

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn

Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Wednesday, 22 May 2024 at 2.30 p.m. to participate at the EGM of the Company via RPV Facilities. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed an authorised representative, please deposit the ORIGINAL certificate of appointment with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Wednesday, 22 May 2024 at 2.30 p.m. to participate at the EGM of the Company via RPV Facilities. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

(ii) By Electronic Form

All shareholders can have the option to submit Proxy Form electronically via Tricor's TIIH Online and the steps to submit are summarised below:-

Procedure	Action
i. Steps for Individual Shareholders	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please 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 TIIH 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 name (i.e. email address) and password. • Select the corporate event: SUNSURIA BERHAD EGM - “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(s) 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(s) appointment. • Print the form of proxy for your record.

ii. Steps for corporation or institutional shareholders	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online at https://tiih.online ▪ 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. <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>
(b) Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate exercise name: “SUNSURIA BERHAD EGM - Submission of Proxy Form” ▪ Agree to the Terms & Conditions and 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 TIIH Online, select corporate exercise name: “SUNSURIA BERHAD EGM - 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.

POLL VOTING

The voting at the EGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of 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 or proxy(ies) or authorised representative(s) can proceed to vote on the resolutions at any time from 2.30 p.m. on Friday, 24 May 2024 but before the end of the voting session which will be announced by the Chairman. Kindly refer to item (e) of the above Procedures for RPV Facilities for guidance on how to vote remotely from TIIH Online.

Upon completion of the voting session for the EGM of the Company, the scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD

Shareholders may submit questions for the Board in advance of the EGM of the Company via TIIH Online by selecting **“e-Services”** to login, pose questions and submit electronically no later than Wednesday, 22 May 2024 at 2.00 p.m. The Board will endeavour to answer the questions received at the EGM of the Company.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited for the EGM of the Company.

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 : 03-2783 9299
Fax Number : 03-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact Person : Mr. Darwin Ibrahim +603-2783 9246 /Email: Nazrul.Darwin@my.tricorglobal.com
Mr. Mohamad Hifzul +603-2783 9284 /Email: Mohamad.Hifzul@my.tricorglobal.com
Ms. Siti Zalina Osmin +603-2783 9247 /Email: Siti.Zalina@my.tricorglobal.com

Personal Data Privacy

By registering for the remote participation and voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty