



SERBA DINAMIK
HOLDINGS BERHAD

(Registration No.: 201501042584 (1167905-P))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Day/Date	Wednesday, 20 January 2021
Time	10.00 a.m.
Broadcast Venue	Tricor Business Centre, Manuka 2 & 3 Meeting Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia
Meeting Platform	https://tjih.online

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM via RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its *TIIH Online* website at <https://tjih.online>. Please refer to Procedures for RPV.

Shareholders who have appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate via RPV in the EGM must ensure that the duly executed proxy forms are deposited in a physical copy form or by electronic means to Tricor no later than **Monday, 18 January 2021 at 10.00 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Monday, 18 January 2021 at 10.00 a.m.** to participate via RPV in the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Monday, 18 January 2021 at 10.00 a.m.** to participate via RPV in the EGM.

As the EGM is a fully virtual EGM, members who are unable to participate in this EGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this EGM via RPV must request his/her proxy to register himself/herself for RPV at *TIIH Online* website at <https://tjih.online>.

APPOINTMENT OF PROXY/ CORPORATE REPRESENTATIVE/ ATTORNEY

Members who appoint proxies/corporate representatives/attorneys to participate in the EGM via RPV must ensure that the duly executed proxy forms are deposited in a physical copy form or by electronic means to Tricor no later than **Monday, 18 January 2021 at 10.00 a.m.** in the following manner:

- (i) In physical copy form (applicable to all members)

In the case of an appointment made in physical copy form, the proxy form must be deposited with 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, 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.

- (ii) By electronic form (applicable to individual members only)

The proxy form can be electronically lodged with Tricor via *TIIH Online* website at <https://tjih.online> (applicable to individual shareholders only). Kindly refer to the Procedure for Electronic Submission of Proxy Form.

Corporate members who wish to appoint corporate representatives are required to deposit their **ORIGINAL** certificate of appointment of corporate representative at Tricor's office as provided above not later than **Monday, 18 January 2021 at 10.00 a.m.** to participate via RPV in the EGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at Tricor's office as provided above not later than **Monday, 18 January 2021 at 10.00 a.m.** to participate via RPV in the EGM.

A member who has appointed a proxy/authorised representative/attorney to participate in the EGM via RPV must request his/her proxy/authorised representative/attorney to register himself/herself for RPV at *TIIH Online* website at <https://tiih.online>. Please refer to Procedures for RPV.

PROCEDURES FOR RPV

Shareholder(s)/proxy(ies)/corporate representative(s)/attorneys who wish to participate in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure		Action
BEFORE THE EGM DAY		
(a)	Register as a user with <i>TIIH Online</i>	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services" menu. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via email. If you are already a user with <i>TIIH Online</i>, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at <i>TIIH Online</i>.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from Tuesday, 5 January 2021 until the day of the EGM on Wednesday, 20 January 2021. Members/proxies/corporate representatives/attorneys are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV. Login with your user ID and password and select the corporate event: "(REGISTRATION) SERBA 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. The <i>TIIH Online</i> system will send an email to notify you that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 13 January 2021, the <i>TIIH Online</i> system will send you an email to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <i>(Note: Please ensure to allow sufficient time for the TIIH Online system to approve you as a new user and register you for the RPV, to ensure that you can login to TIIH Online and participate in the EGM remotely).</i>
ON THE DAY OF THE EGM		
(c)	Login to <i>TIIH Online</i>	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.30 a.m., i.e. 30 minutes before the commencement of the EGM on Wednesday, 20 January 2021 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: "(LIVE STREAM MEETING) SERBA EGM" to engage in the proceedings of the EGM remotely. If you have any questions for the Chairperson/Board, you may use the query box to transmit your question. The Chairperson/Board will endeavour to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

	(cont'd)	<ul style="list-style-type: none"> 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.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 20 January 2021 until a time when the Chairman announces the end of the voting session. Select the corporate event: “(REMOTE VOTING) SERBA 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 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 Chairperson on the closure of the EGM, the live streaming will end.

Further Notes to Users on the RPV Facilities

- Should your application to join the meeting be approved, Tricor will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to *TIIH Online* on the day of the meeting 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 issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or email to tiih.online@my.tricorglobal.com for assistance.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's *TIIH Online* website are summarised below:

Procedure		Action
(a)	Register as a user with <i>TIIH Online</i>	<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 do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with <i>TIIH Online</i>, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login with your user name (i.e. email address) and password. Select the corporate event: “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(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print proxy form for your record.

POLL VOTING

The voting at the EGM 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).

Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from **10.00 a.m. on Wednesday, 20 January 2021** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely via the *TIIH Online* website at <https://tiih.online>.

Upon completion of the voting session for the EGM, 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 in relation to the agenda items of the EGM in advance via Tricor's *TIIH Online* website at <https://tiih.online>. Please select "e-Services" to login, pose questions and submit electronically no later than **Monday, 18 January 2021 at 10.00 a.m.** The Board/Company will endeavour to answer the questions received at the EGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

NO DOOR GIFTS/ FOOD VOUCHERS

There will be no distribution of door gifts or food vouchers for the EGM as the meeting will be conducted on a fully virtual basis.

The Company would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

RECORD OF DEPOSITORS

For the purpose of determining whether a member shall be entitled to attend the EGM via RPV, the Company shall refer to the Record of Depositors and only a depositor whose name appears on the Record of Depositors as at **13 January 2021** shall be entitled to attend the said meeting or appoint proxies to participate and/or vote on his/her behalf.

ENQUIRIES

If you have any questions prior to the EGM, please contact the Share Registrar 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		Telephone Number
	<i>General Line</i>	603-2783 9299
	<i>Fax Number</i>	603-2783 9222
	<i>Encik Mohammad Amirul Iskandar Bin Azizan</i>	603-2783 9263
	<i>Email</i>	<i>is.enquiry@my.tricorglobal.com</i>