



Administrative Guide

46th Annual General Meeting (“AGM”) of Cahya Mata Sarawak Berhad

Date : Monday, 31 May 2021
Time : 11:00 a.m.
Broadcast Venue : Meeting Room TR12-R02, 12th Floor, Menara Symphony
No 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan

1. The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the 46th AGM on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities.
2. The broadcast venue is strictly for the purpose of compliance with Section 327 (2) of the Companies Act 2016 which stipulates that the Chairman of the Meeting shall be at the main venue of the meeting and in accordance with Section 327 (1) of the Companies Act 2016 which allows a general meeting to be held at more than one venue, using any technology or method that enables the Shareholders of the Company to participate and to exercise their right to speak and vote at the general meeting. No Shareholders from the public should be physically present nor admitted at the broadcast venue on the day of the AGM.

Entitlement to Participate and Vote

3. Only a member whose name appears on the Record of Depositors as at 24 May 2021 shall be entitled to participate and vote at the AGM or appoint a proxy to participate and/or vote on his/her behalf.

Lodgement of Form of Proxy

4. If you are unable to participate at the AGM via RPV facilities on 31 May 2021, you can appoint the Chairman of the Meeting as your proxy to vote on your behalf.
5. Please ensure that the original Form of Proxy is deposited at the Company’s Registered Office or our Share Registrar’s office as follows, not less than 48 hours before the time appointed for holding the Meeting:

CAHYA MATA SARAWAK BERHAD
c/o Boardroom Share Registrars Sdn Bhd
11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan

OR

CAHYA MATA SARAWAK BERHAD
Level 6 Wisma Mahmud
Jalan Sungai Sarawak
93100 Kuching
Sarawak

6. We do not acknowledge receipt of the Form of Proxy.
7. Alternatively, the Form of Proxy can be lodged electronically via “Boardroom Smart Investor Portal” at <https://www.boardroomlimited.my> not less than 48 hours before the time set for holding the meeting or at any adjournment thereof. *[Please refer to item 9 of this guide]*
8. If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 48 hours before the meeting.



Electronic Lodgement of Form of Proxy

9. The Form of Proxy may now be lodged by electronic means via “Boardroom Smart Investor Portal” at <https://www.boardroomlimited.my>. Kindly read and follow the guidelines below:

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. eProxy lodgement.]

- a. Access Boardroom’s website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- c. Complete registration and upload softcopy of MyKad (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – eProxy Lodgement

- a. Access Boardroom’s website at <https://www.boardroomlimited.my>.
- b. Login with your user ID (i.e. email address) and password.
- c. Go to “E-PROXY LODGEMENT” and browse the Meeting List for “Cahya Mata Sarawak Berhad, Forty Sixth Annual General Meeting (46th AGM)” and click “APPLY”.
- d. Read the Terms and Conditions and confirm the Declaration.
- e. Enter your CDS Account number and indicate the number of securities for your proxy to vote on your behalf.
- f. Appoint your proxy or the Chairman of the Meeting and enter the required particulars for your proxy.
- g. Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy will decide your vote.
- h. Review and confirm your proxy appointment.
- i. Click SUBMIT.
- j. Download or print the eProxy form acknowledgement.

Voting Procedures

10. The voting will be conducted by way of electronic polling (“e-polling”) in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the e-polling and an independent scrutineer to verify and validate the poll results.
11. During the AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-polling housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
12. For the purposes of the AGM, e-polling will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
13. There are two (2) methods for Shareholders and Proxies who wish to use their personal voting device to vote remotely. The methods are:

Use QR Scanner Code given to you in the email confirmation for the meeting

OR

Go to the website with URL <https://web.lumiagm.com/>

14. Upon the conclusion of the poll session by the Chairman, the Independent scrutineer will verify and announce the poll results followed by the Chairman whether the resolutions put to the vote were successfully carried or not.

Remote Participation and Voting

15. All Shareholders including individual shareholders, corporate shareholders, authorised nominee and exempt authorised nominee shall use the RPV facilities to participate and vote remotely at the AGM.
16. Shareholders will be able to view a live webcast of the AGM proceedings, ask questions in the chat box and submit your votes in real-time whilst the meeting is in progress.

KPMG Management & Risk Consulting Sdn Bhd (“KPMG MRC”) has been appointed as the independent party to imbue objectivity, transparency and fairness by streaming the questions raised by shareholders. As an independent external party, KPMG MRC will act with an absence of bias and prejudice, to objectively stream the questions raised by shareholders during the Virtual



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AGM as well as any pre-submitted questions via the registration website (i.e. <https://www.boardroomlimited.my>). In doing so, KPMG MRC will be committed in remaining neutral by being impartial to queries raised by all shareholders of the Company.

The deadline for AGM questions submission not later than 48 hours before the time set for holding the AGM or at any adjournment thereof.

17. Kindly follow the steps below on the usage of RPV facilities:

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and password.]

- a. Access Boardroom's website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- c. Complete registration and upload softcopy of MyKad (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 30 April 2021 (Date of Notice of 46th AGM).]

Individual Members

- Login to <https://www.boardroomlimited.my> using your user ID and password.
- Select "Hybrid/Virtual Meeting" from main menu and select the correct Corporate Event "Cahaya Mata Sarawak Berhad, Forty Sixth Annual General Meeting (46th AGM)".
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of Corporate Representative's MyKad or Passport (Front and Back) as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
 - Please provide a copy of Proxy holder's MyKad or Passport (Front and Back) as well as his/her email address.
- a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.
 - b. Upon system verification against the General Meeting Record of Depositories as at 24 May 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
 - d. Please note that the closing time to submit your request is at 11:00 a.m. on 29 May 2021 (48 hours before the commencement of the AGM).



Step 3 – Login to Meeting Portal

[Please note that the quality of the connectivity to Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Meeting Portal will be open for login starting one (1) hour before the commencement of AGM on 31 May 2021 at 10:00 a.m.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Meeting Portal. *[Refer to Step 2 (c) above]*
- c. The steps will also guide you how to view live webcast, ask questions and vote.
- d. Once the Chairman of the Meeting announces the closure of the AGM, the live webcast will end.
- e. You can then logout from Meeting Portal.

18. Shareholders who are unable to participate in the AGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf.

Door Gift

19. There will be no door gift for Shareholders/Proxies who participate in the AGM.

Integrated Annual Report 2020

20. The Integrated Annual Report 2020 is made available online and can be downloaded from the Company's website at www.cmsb.my.
21. Shareholders may request for the printed Integrated Annual Report 2020 by completing and submitting the Request Form provided to you.

Communication Guidance

22. Shareholders are advised to monitor the Company's website for announcement of changes to the 46th AGM arrangements, if any.

Enquiry

23. If you have any enquiry prior to the AGM, please contact the following persons during office hours:

(a) **Cahya Mata Sarawak Berhad**

Level 6, Wisma Mahmud
Jalan Sungai Sarawak
93100 Kuching, Sarawak

Telephone Number:	082-238888
(1) Ms Shirly Ann Clarke	082-257078
(2) Ms Denise Koo	082-235953
Facsimile Number:	082-341719
Email:	www@cmsb.my

(b) **Boardroom Share Registrars Sdn Bhd**

11th Floor, Menara Symphony
No 5, Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan

Telephone Number:	03-7890 4700
(1) Puan Rozleen Monzali	03-7890 4739
(2) Encik Zulkernaen Abdul Samad	03-7890 4741
Facsimile Number:	03-7890 4670
Email:	bsr.helpdesk@boardroomlimited.com

Personal Data Privacy

24. By registering for the AGM via RPV facilities and/or submitting the instrument appointing a proxy and/or representative, the Shareholder 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 Shareholder 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.