

**ADMINISTRATIVE GUIDE FOR SHAREHOLDERS ATTENDING THE
21ST ANNUAL GENERAL MEETING (“AGM”) OF SCC HOLDINGS BERHAD**

Meeting Day & Date	: Thursday, 27 May 2021
Time	: 2.30 p.m.
Meeting Platform	: www.swsb.com.my
Platform for Communication	: Shareholders may submit questions to the Board of Directors (“ Board ”) prior to the AGM to ir@scc.com.my no later than 2.30 p.m. on 26 May 2021 or to use the Question and Answer (“ Q&A ”) Platform to transmit questions to the Board via Remote Participation and Voting (“ RPV ”) Platform during live streaming.
Broadcast Venue	: Boardroom, No. 15A, Jalan Hujan Taman Overseas Union, 58200 Kuala Lumpur Wilayah Persekutuan (KL)

Virtual Meeting

In view of the COVID-19 pandemic and as part of the safety measures of and control for the well-being of the shareholders of the Company, the AGM will be held via an online platform through live streaming and online remote voting using the RPV Facility.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

The Broadcast Venue is strictly for the purpose of complying with Section 327 (2) of the Companies Act 2016 which requires the Chairman to be present at the main venue of the AGM. The Broadcast Venue is also in accordance with Clause 106.2 of the Constitution of the Company which allows a general meeting to be held at more than one venue, using any technology or method that allows all members of the Company to participate and to exercise the members’ right to speak and vote at the general meeting.

No Shareholders/ Proxies/ Corporate Representatives/ Attorneys from the public shall be physically present at the Broadcast Venue on the day of the AGM.

All Shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the AGM will have to register to attend remotely by using the RPV Facility, the details of which is set out below.

RPV Facility

1. The AGM will be conducted on a fully virtual basis through live streaming and online remote voting. Should you wish to attend the AGM, you are required to register yourself using the RPV Facility in accordance with the instructions as set out under paragraph 3 below.

With the RPV Facility, you may exercise your rights as a Shareholder to participate including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company and vote remotely at the AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV Facility to participate and vote remotely at the AGM. Please refer to the details as set out under RPV Facility for information. If an Individual Shareholder is unable to participate in the online AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Corporate Shareholders (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the AGM using the RPV Platform. Corporate Members who wish to participate and vote remotely at the AGM must contact the poll administrator, ShareWorks Sdn. Bhd. ("**ShareWorks**") with the details set out below for assistance and will be required to provide the following documents to the Company no later than **26 May 2021 at 2.30 p.m.:**

- a. Certificate of appointment of its Corporate Representative or Form of Proxy under the seal of the corporation;
- b. Copy of the Corporate Representative's or proxy's identity card (MyKad) (front and back) / Passport; and
- c. Corporate Representative's or proxy's email address and mobile phone number.

Upon receipt of such documents, ShareWorks will respond to the Corporate Shareholders' remote participation request.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the AGM, the Corporate Member is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

In respect of **Nominee Company Members**, the beneficiaries of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the AGM using RPV Facility. Nominee Company Members who wish to participate and vote remotely at the AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the AGM. Nominee Company must contact the poll administrator, ShareWorks with the details set out below for assistance and will be required to provide the following documents to the Company no later than **26 May 2021 at 2.30 p.m.:**

- a. Form of Proxy under the seal of the Nominee Company;
- b. Copy of the proxy's identity card (MyKad) (front and back) / Passport; and
- c. Proxy's email address and mobile phone number.

Upon receipt of such documents, ShareWorks will respond to the Nominee Company Members' remote participation request.

If a Nominee Company Member is unable to attend the AGM, he/she is encouraged to request its Nominee Company to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

3. The procedures for the RPV in respect of the live streaming and remote voting at the AGM is as follows:

Procedures		Action
Before the AGM		
(i)	Register as a user	<ul style="list-style-type: none"> • Access website www.swsb.com.my • Click "Login" and click "Register" to sign up as a user. The registration will be open from 2.30 p.m. on 21 May 2021 and close at 2.30 p.m. on 26 May 2021. • Complete the registration process and upload softcopy of MyKAD (front and back) or Passport for foreign shareholders. • Read and agree to the terms & condition and thereafter submit your request. • Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour. • Upon verification of the user ID, ShareWorks will send an email notification to approve you as a user.

Procedures		Action
Before the AGM		
		<ul style="list-style-type: none"> After verification of your registration against the General Meeting Record of Depositors of the Company as at 20 May 2021, the system will send you an email to notify you if your registration is approved or rejected after 20 May 2021. If your registration is rejected, you can contact ShareWorks or the Company for clarifications or to appeal.
On the day of AGM		
(ii)	Login to www.swsb.com.my	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM at any time from 2.00 p.m. i.e. 30 minutes before the commencement of the AGM on 27 May 2021 at 2.30 p.m.
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the "Virtual Meeting" from main menu. Click the "Join Meeting" located next to the event. You are required to provide your full name as per CDS records and your user registered email address. Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming. If you have any question for the Chairman/Board, you may use the Q&A platform to transmit your question. The Chairman/Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended. 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.
(iv)	Online remote voting	<ul style="list-style-type: none"> Select "Voting" located next to the "Join Meeting" and indicate your votes for the resolutions that are tabled for voting. 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 AGM. Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(v)	End of RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the AGM.

Proxy

If a member is unable to attend the AGM, he/she may appoint a proxy or the Chairman of the meeting as his/ her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Please note that if an individual member has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally participate in the AGM via RPV Facility, the individual member shall proceed to contact ShareWorks or the Company with the details set out below to revoke the appointment of his/her proxy no later than **26 May 2021 at 2.30 p.m.**

Poll Voting

The voting at the AGM will be conducted by poll in accordance with Paragraph 8.31A(1) of the Ace Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed ShareWorks as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed.

Pre-Meeting submission of question to the Board

To administer the proceedings of the AGM in orderly manner, shareholders may before the AGM, submit questions to the Board to *ir@scc.com.my* **no later than 26 May 2021 at 2.30 p.m.** The Board will endeavour to address the questions received at the AGM.

No Recording or Photography

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

No Door Gifts or e-Vouchers

There will be **NO DISTRIBUTION** of door gifts or e-vouchers.

Digital Copies of AGM Documents

We further inform that the following items are now available at www.scc.com.my.

1. Notice of the AGM
2. Proxy Form
3. Annual Report Request Form
4. Administrative Guide
5. Annual Report 2020

Enquiry

If you have any enquiry prior to the virtual meeting, please contact Mr. Vemalan a/l Naraynan and Mr. Kou Si Qiang during office hours from 9.00 a.m. to 5.00 p.m. on Mondays to Fridays:

ShareWorks Sdn. Bhd.

No. 2-1, Jalan Sri Hartamas 8
Sri Hartamas
50480 Kuala Lumpur
Wilayah Persekutuan (KL)

Telephone Number : 03-6201 1120
Fax Number : 03-6201 3121
Email : ir@shareworks.com.my