



SERBA DINAMIK HOLDINGS BERHAD
(201501042584) (1167905-P)
(Incorporated in Malaysia)

**ADMINISTRATIVE DETAILS FOR SHAREHOLDERS PARTICIPATING
THE 5TH ANNUAL GENERAL MEETING OF SERBA DINAMIK HOLDINGS BERHAD
("5th AGM")**

Date	: Monday, 31 January 2022
Time	: 3:00 p.m.
Broadcast Venue	: 4 th Floor, Menara Serba Dinamik, Presint 3.4, Persiaran Perbandaran, Seksyen 14, 40000 Shah Alam, Selangor Darul Ehsan.
Meeting Platform	: www.propollsolutions.com.my

VIRTUAL MEETING

In light of the Coronavirus Disease 2019 (COVID-19) pandemic and as part of the safety measures and control for the well-being of the shareholders of Serba Dinamik Holdings Berhad ("**SDHB**") as well as the employees and Directors of SDHB, the 5th AGM of SDHB will be conducted as a fully virtual meeting through live streaming and online remote voting using the Remote Participation and Voting ("**RPV**") Facility. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 and as revised or amended from time to time.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 5th AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS from the public shall be physically present nor admitted at the Broadcast Venue on the day of the 5th AGM.

RPV FACILITY

Shareholders are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, "**participate**") at the 5th AGM using the RPV Facility provided by Propoll Solutions Sdn Bhd, the poll facilitator of the 5th AGM, via its website at www.propollsolutions.com.my ("Propoll Portal").

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 5th AGM. Shareholders may also submit questions to the Board of Directors ("**Board**") prior to the 5th AGM via the Q&A platform in the Propoll Portal from 2:00 pm on 25 January 2022 up to 2:30 pm on 31 January 2022. If there is time constraint in answering the questions during the 5th AGM, the answers will be published in SDHB's corporate website at www.e-serbadk.com under Investor Relations' page, after the 5th AGM.

If you wish to submit your questions through the Q&A platform via the Propoll Portal, you must first register as a user at the Propoll Portal. Thereafter, you may select "My Virtual Meeting" under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITY

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 5th AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of the 5th AGM	
(i) Register as a User	<ul style="list-style-type: none"> • Access the Propoll Portal at www.propollsolutions.com.my • Click <<Login/Register>> followed by <<Register New User>> to register as a new user. • Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport. • Read and agree to the terms & conditions and thereafter, submit your registration. • Please enter a valid email address in order for you to receive the verification email from the Propoll Portal. • Your registration will be verified and approved by the Propoll Portal. Once approved, an email notification will be sent to you. • If you are already a user with the Propoll Portal, you are not required to register again.
(ii) Submit your Question	You may pre-submit your questions via the Q&A platform in the Propoll Portal from 2:00 pm on 25 January 2022 up to 2:30 pm on 31 January 2022.
On the day of the 5th AGM	
(iii) Login to Propoll Portal at www.propollsolutions.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 5th AGM at any time from 2.30 pm, i.e. 30 minutes before the commencement of the 5th AGM. • If you have forgotten your password, you can reset it by clicking on “Forgot Password”.
(iv) Participate through Live Streaming	<ul style="list-style-type: none"> • Select <<Virtual Meeting>> under Main Menu. • Click <<Join Meeting>> located next to the event. • Please click on the video link and key in the password provided to you in the email notification from the Propoll Portal in order to join the live streaming of the 5th AGM. • If you have any question(s) during the 5th AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 5th AGM (“Chairman”) / Board / Management will try to respond to all relevant questions submitted during the 5th AGM. If there is time constraint in answering the questions during the 5th AGM, the responses will be published at SDHB’s website at the earliest possible time after the end of the 5th AGM. • If you are using a smartphone to participate in the 5th AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 5th AGM. • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.

- (v) Online Remote Voting
- Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting.
 - Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.
 - Please 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.
- (vi) End of the RPV Facility
- The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 5th AGM.

Notes to users of the RPV Facility:

- (a) *Should your registration to join the 5th AGM be approved, we will make available to you the rights to join the live streamed 5th AGM and to vote remotely using the RPV Facility. Your login to the Propoll Portal on the day of the 5th AGM will indicate your presence at the 5th AGM.*
- (b) *If you encounter any issue with your online registration at the Propoll Portal, please call +6016-439 7718/+6010-526 5490 or e-mail to propollsolution@gmail.com for assistance.*

PROXY

1. The 5th AGM will be conducted on a fully virtual basis. If you are unable to participate the 5th AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
2. If you wish to appoint proxy(ies) to participate in the 5th AGM using the RPV Facility, please submit your Proxy Form, either by hand or by post to the following address, not less than 48 hours before the time appointed for holding the 5th AGM or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

ALDPRO CORPORATE SERVICES SDN BHD

Level 5, Block B,
Dataran PHB, Saujana Resort,
Section U2, 40150 Shah Alam,
Selangor Darul Ehsan.

3. The proxy form can be electronically lodged with Aldpro Corporate Services Sdn Bhd by email to admin@aldpro.com.my.
4. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to **Aldpro Corporate Services Sdn Bhd** not less than 48 hours before the time appointed for holding the 5th AGM or any adjournment thereof, in order to participate in the 5th AGM via the RPV Facility.
5. Attorneys appointed by power of attorney are to deposit their power of attorney to **Aldpro Corporate Services Sdn Bhd** not less than 48 hours before the time appointed for holding the 5th AGM or any adjournment thereof, in order to participate in the 5th AGM via the RPV Facility.
6. Shareholders who has appointed a proxy or attorney or authorised representative to participate at the 5th AGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Propoll Portal prior to the 5th AGM.

POLL VOTING

1. The voting at the 5th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. SDHB has appointed Propoll Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facility and the Scrutineers to verify the poll results.

2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 5th AGM by yourself, please write in to **Aldpro Corporate Services Sdn Bhd** to revoke the earlier appointed proxy 48 hours before the time appointed for holding the 5th AGM.

RECORDING

Unauthorised recording of the proceedings of the 5th AGM is strictly prohibited.

RECORD OF DEPOSITORS (“ROD”) FOR THE 5th AGM

Only shareholders whose names appear on the ROD as at 24 January 2022 shall be entitled to participate or appoint proxy(ies) to participate at the 5th AGM via the RPV Facility.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the 5th AGM.

ENQUIRIES

If you have any enquiry relating to the 5th AGM, please contact any of the following persons during office hours from 9:00 am to 6:00 pm on Mondays to Fridays:

- (a) Mr Eric Tan (Tel: +6016-439 7718/+6010-526 5490 or E-mail: propollsolution@gmail.com)

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with Propoll Portal for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the 5th AGM using the RPV Facility, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.