

# ADMINISTRATIVE GUIDE

47<sup>th</sup> Annual General Meeting (“AGM”) of Cahya Mata Sarawak Berhad

Date : Friday, 27 May 2022

Time : 10:00 a.m.

Venue : Meeting Room 14, Borneo Convention Centre Kuching, The Isthmus, Sejingkat, 93050 Kuching, Sarawak

## Parking

1. Parking is free and you are advised to park your vehicle at the Borneo Convention Centre Kuching (“BCCK”) car park.

## Registration

2. Registration will start at 9:00 a.m. at the foyer of Meeting Room 14 of BCCK.
3. Please read the signage to ascertain where you should register yourself for the AGM and join the queue accordingly.
4. Please produce your original National Registration Identity Card (“MyKad”) or passport to the registration clerk for verification. Please make sure you collect your MyKad or passport thereafter.
5. After the verification, you are required to write your name and sign on the Attendance List placed on the registration table.
6. You will also be given a barcoded wristband. No person will be allowed to enter the meeting room (Meeting Room 14) without the barcoded wristband. There will be no replacement in the event that you lose or misplace the barcoded wristband.
7. Once you have collected your barcoded wristband and signed the Attendance List, please proceed to collect your door gift.
8. No person will be allowed to register on behalf of another person even with the original MyKad or passport of that other person.
9. The registration counter will handle only verification of identity and registration. If you have any enquiry, please proceed to the Help Desk. The **Help Desk** will be located next to the registration counters at the foyer of Meeting Room 14 of BCCK.

## Door Gift

10. Each member or proxy who is present at the AGM will be entitled to one (1) door gift upon registration, irrespective of the number of members he/she represents.

## Entitlement to Participate and Vote

11. Only a member whose name appears on the Record of Depositors as at 20 May 2022 shall be entitled to participate and vote at the AGM or appoint a proxy to participate and/or vote on his/her behalf.

## Proxy

12. A member entitled to attend and vote is entitled to appoint a proxy, to attend and vote instead of him. If you are unable to attend the AGM and wish to appoint a proxy to vote on your behalf, please submit your Form of Proxy in accordance with the notes and instructions printed therein.
13. Shareholders who are unable to attend the AGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf.
14. If you wish to attend the AGM yourself, please do not submit any Form of Proxy for the AGM that you wish to attend. You will not be allowed to attend the AGM together with a proxy appointed by you.
15. If you have submitted your Form of Proxy prior to the AGM and subsequently decided to attend the AGM yourself, please proceed to the **Help Desk** to revoke the appointment of your proxy.
16. If you wish to submit your Form of Proxy, please ensure that the original Form of Proxy is deposited at the Registered Office of Cahya Mata Sarawak Berhad at Level 6, Wisma Mahmud, Jalan Sungai Sarawak, 93100 Kuching, Sarawak or at Boardroom Share Registrars Sdn Bhd, 11<sup>th</sup> Floor, Menara Symphony, No 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time set for holding the AGM, i.e. before 10:00 a.m. on 25 May 2022 or at any adjournment thereof.
17. We do not acknowledge receipt of the Form of Proxy. The submission of Form of Proxy via facsimile transmission or email is not acceptable.

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### Seating Arrangement for the AGM

18. Free seating. All shareholders/proxies/corporate representatives will be allowed to enter the Meeting Room 14 from 9:00 a.m. onwards.
19. All shareholders/proxies/corporate representatives are encouraged to be seated at least ten (10) minutes before the commencement of the AGM.

### Mobile Devices

20. Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

### No Smoking Policy

21. A no smoking policy is maintained inside the BCCK building. Your co-operation is much appreciated.

### Surau/Prayer Room

22. The Surau is located at Ground Floor of the BCCK, behind the escalator.

### Voting Procedure

23. The voting at the AGM will be conducted on a poll. Boardroom Share Registrars Sdn Bhd is appointed as Poll Administrator to conduct the polling process. Sky Corporate Services Sdn Bhd is appointed as Independent Scrutineers to verify the results of the poll.
24. 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.

### Personal Belongings

25. Please take care of your personal belongings. The organiser will not be held responsible for any item that has gone missing.

### Annual Report 2021

26. The Annual Report 2021 is made available online and can be downloaded from the Company's website at [www.cmsb.my](http://www.cmsb.my).
27. Shareholders may request for the printed Annual Report 2021 by completing and submitting the Request Form provided to you.

### Communication Guidance

28. Shareholders are advised to monitor the Company's website for announcement of changes to the 47<sup>th</sup> AGM arrangements, if any.

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### Enquiry

29. 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

Mr Michael King  
Telephone Number : 082-257078  
Facsimile Number : 082-333828  
Email : [www@cmsb.my](mailto:www@cmsb.my)

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

11<sup>th</sup> 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](mailto:bsr.helpdesk@boardroomlimited.com)

### Personal Data Privacy

30. By 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.