

# Administrative Notes

## for the 14<sup>th</sup> Annual General Meeting (AGM)

### UEM SUNRISE BERHAD

Registration No. 200801028815 (830144-W)  
(Incorporated in Malaysia)



## 1. Date, Time and Venue of AGM

14 <sup>th</sup> Annual General Meeting		
<b>Date</b>	Thursday, 23 June 2022	
<b>Time</b>	10.00 a.m.	
<b>Venue</b>	<b>Broadcast Venue</b>	<b>Online Platform</b>
	UEM Sunrise Berhad Board Room, Level U6, Block C5, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur	Remote Participation and Electronic Voting (RPEV) facilities via meeting platform website at <a href="https://meeting.boardroomlimited.my/">https://meeting.boardroomlimited.my/</a> provided by the Poll Administrator, Boardroom Share Registrars Sdn. Bhd.

## 2. Virtual Meeting

- 2.1 Amid the evolving Coronavirus (COVID-19) situation in Malaysia and with the well-being and safety of our members of primary concern, the Company will continue to leverage on technology to conduct its 14<sup>th</sup> AGM on a **fully virtual** basis and entirely via RPEV facilities.
- 2.2 The main and only venue for the 14<sup>th</sup> AGM is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Article 70 of the Constitution of the Company that require the Chairman of the meeting to be present at the main venue of the meeting. **No shareholders/proxies/corporate representatives should be physically present** nor admitted at the broadcast venue on the day of the 14<sup>th</sup> AGM.
- 2.3 Shareholders can participate in our full virtual AGM by registering online via the Boardroom Smart Investor Portal (BSIP) at <https://investor.boardroomlimited.com/>.
- 2.4 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and management of the Company) and vote at the 14<sup>th</sup> AGM, safely from your home.
- 2.5 Kindly ensure that you are connected to the internet throughout the AGM and please note that the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.
- 2.6 No recording or photography of the meeting proceedings is allowed without the prior written permission of the Company.
- 2.7 For the fully virtual AGM, the Company is guided by the revised *Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers* issued by Securities Commission Malaysia on 7 April 2022 including any further revision thereto issued from time to time.

## 3. Entitlement to participate and vote

- 3.1 Only members whose name appears in the Record of Depositors (ROD) as at **17 June 2022** shall be entitled to attend the 14<sup>th</sup> AGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form which can be downloaded from <https://www.uemsunrise.com/corporate/about-us/information-and-downloads>.

## 4. Lodgement of Proxy Form

- 4.1 If you are unable to attend the AGM via RPEV facilities and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, please deposit your proxy form with the Share Registrars, Boardroom Share Registrars Sdn. Bhd. (Boardroom) at Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the AGM or no later than 10.00 a.m. on 21 June 2022. Any alteration to the Form of Proxy must be initialled.
- 4.2 If you wish to participate in the meeting yourself, please do not submit any proxy form for the meeting. You will not be allowed to participate in the meeting together with a proxy appointed by you.
- 4.3 If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

## 5. Corporate Shareholder

- 5.1 Corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their original certificate of appointment of corporate representative to the Share Registrars no later than 10.00 a.m. on 21 June 2022.

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### 6. Voting Procedures

- 6.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements.
- 6.2 The Company has appointed Boardroom as the **Poll Administrator** to conduct the poll by way of electronic voting (e-Voting) and Commercial Quest Sdn. Bhd. as **Scrutineers** to verify the poll results.
- 6.3 During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting 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.
- 6.4 For the purpose of this AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 6.5 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
- 6.6 The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

### 7. Remote Participation and Electronic Voting (RPEV)

- 7.1 Please note that all members including **(i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees** shall use the RPEV facilities to participate and vote remotely at the AGM.
- 7.2 If you wish to participate in the meeting, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
- 7.3 Kindly follow the steps below to register with BSIP and request for remote participation user ID and password and usage of the RPEV facilities:

BEFORE AGM DAY	
Procedure	Actions
1. Register Online with BSIP <b>(for first time registration only)</b>	<p><i>[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 - Submit Request for Remote Participation User ID and Password and eProxy Lodgement.]</i></p> <ol style="list-style-type: none"><li>a. Access website <a href="https://investor.boardroomlimited.com/">https://investor.boardroomlimited.com/</a>.</li><li>b. Click "<b>Register</b>" to sign up for a BSIP account.</li><li>c. Complete registration with all required information. Upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. Click "<b>Register</b>".</li><li>d. You will receive an email from BSIP Online for email address verification. Click on "<b>Verify Email Address</b>" from the email received to proceed with the registration.</li><li>e. Once your email address is verified, you will be redirected to BSIP Online for verification of your mobile number. Click on "<b>Request OTP Code</b>" and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click "<b>Enter</b>" to complete the process.</li><li>f. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.</li><li>g. An email will be sent to you within one (1) business day informing on the approval of your BSIP account. You can login at <a href="https://investor.boardroomlimited.com/">https://investor.boardroomlimited.com/</a> with the email address and password that you provided during registration to proceed with the next step.</li></ol>

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### 7. Remote Participation and Electronic Voting (RPEV) (cont'd)

#### 7.3 (cont'd)

BEFORE AGM DAY	
Procedure	Actions
2. Submit Request for Remote Participation User ID and Password and eProxy Lodgement	<p><i>[Note: Registration for remote access will be open on <b>29 April 2022</b>. Please note that the <b>closing time to submit your request</b> is not less than forty-eight (48) hours before the time of holding the AGM or no later than 10.00 a.m. on 21 June 2022.]</i></p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"><li>- Login to <a href="https://investor.boardroomlimited.com/">https://investor.boardroomlimited.com/</a> using your login credentials created with BSIP in Step 1.</li><li>- Select "<b>UEM SUNRISE BERHAD – FOURTEENTH (14<sup>th</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>" from the list of Corporate Meetings and click "<b>Enter</b>".</li><li>- Click on "<b>Register for RPEV</b>".</li><li>- Read and agree to the Terms &amp; Conditions and confirm Declaration.</li><li>- Enter your CDS Account Number and thereafter submit your request.</li></ul> <p><b>Appointment of Proxy</b></p> <ul style="list-style-type: none"><li>- Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your login credentials created with BSIP in Step 1.</li><li>- Select "<b>UEM SUNRISE BERHAD – FOURTEENTH (14<sup>th</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>" from the list of Corporate Meetings and click "<b>Enter</b>".</li><li>- Click on "<b>Submit eProxy Form</b>".</li><li>- Read and accept the General Terms &amp; Conditions by clicking "<b>Next</b>".</li><li>- Enter your CDS Account Number and number of securities held.</li><li>- Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</li><li>- Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy will decide your vote.</li><li>- Review and confirm your proxy appointment and click "<b>Apply</b>".</li><li>- Download or print the eProxy form as acknowledgement.</li></ul> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"><li>- Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> 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.</li><li>- Please provide a copy of Corporate Representative's MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</li></ul>
3. Email Notification	<ul style="list-style-type: none"><li>a. You will receive a notification from Boardroom that your request has been received and is being verified.</li><li>b. Upon system verification against the General Meeting ROD as at 17 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li><li>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li></ul>

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## 7. Remote Participation and Electronic Voting (RPEV) (cont'd)

### 7.3 (cont'd)

ON THE DAY OF THE AGM	
Procedure	Actions
1. Login to Virtual Meeting Platform	<ol style="list-style-type: none"><li>The Virtual Meeting portal will be open for login an hour (1 hour) before the commencement of AGM at 9.00 a.m. on 23 June 2022.</li><li>The Meeting Platform can be accessed via one of the following:<ul style="list-style-type: none"><li>Launch <b>Lumi AGM</b> by scanning the QR Code provided in the email notification received after successful registration; or</li><li>Access to <b>Lumi AGM</b> web portal via website <a href="https://meeting.boardroomlimited.my/">https://meeting.boardroomlimited.my/</a>.</li></ul></li><li>Enter the Meeting ID Number and sign in with the user ID and password provided in the confirmation email from Boardroom.</li><li>Latest version of internet browsers such as Chrome, Edge, Firefox or Safari are recommended. You may not be able to gain access to the 14<sup>th</sup> AGM via the RPEV facilities if there is an existing firewall on the device that you are using.</li></ol>
2. Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <ol style="list-style-type: none"><li>If you would like to view live webcast, select the broadcast icon.</li><li>If you would like to ask a question during the AGM, select the messaging icon.</li><li>Type your message within the chat box, click the send button once completed.</li><li>The messaging/submit question tab will be disabled when the Chairman announces the closure of the Q&amp;A session.</li></ol>
3. Voting	<ol style="list-style-type: none"><li>Once the meeting is open for voting, the polling icon will appear with the resolutions and your voting choices.</li><li>To vote, simply select your voting direction from the options provided.</li><li>A confirmation message will appear to show your vote has been received.</li><li>To change your vote, simply select another voting direction.</li><li>If you wish to cancel your vote, please press "Cancel".</li><li>The voting tab will be disabled upon the closure of the poll.</li></ol>
4. End of Participation	<ol style="list-style-type: none"><li>Upon the announcement by the Chairman on the closure of AGM, the live webcast will end.</li><li>You can now logout from Meeting Platform.</li></ol>

## 8. Gift Policy

- 8.1 There will be **NO DISTRIBUTION** of door gifts or vouchers for members/proxies/corporate representatives who participate at this virtual AGM.

## 9. Enquiries

- 9.1 The Company welcomes questions and views from shareholders on the AGM resolutions and Integrated Report 2021 to be raised at the 14<sup>th</sup> AGM.
- 9.2 Shareholders may submit questions before the meeting via the Share Registrars' website, BSIP at <https://investor.boardroomlimited.com/> or email to the Company's Investor Relations at [ir@uemsunrise.com](mailto:ir@uemsunrise.com) no later than 10.00 a.m. on Friday, 17 June 2022. We will endeavour to provide responses to the queries during the virtual AGM session.
- 9.3 If you have any enquiry prior to the AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays):

Boardroom Share Registrars Sdn. Bhd.  
11<sup>th</sup> Floor, Menara Symphony  
No. 5, Jalan Professor Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan

Tel : +603 7890 4700 (Helpdesk)  
Fax : +603 7890 4670  
Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)