

**ADMINISTRATIVE GUIDE FOR THE
VIRTUAL EXTRAORDINARY GENERAL MEETING (“EGM”)**

DAY AND DATE	TIME	BROADCAST VENUE
Wednesday, 13 March 2024	10:00 a.m.	12 th Floor, Menara Symphony, No.5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

1. VIRTUAL MEETING

The EGM will be conducted virtually by way of live streaming and online remote voting using the Remote Participation and Electronic Voting facilities (“**RPEV**”) to be provided by the Company’s Share Registrar, Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”).

Only members whose names appear in the Record of Depositors as at 6 March 2024 (General Meeting Record of Depositors) shall be eligible to participate in the virtual EGM or appoint proxy(ies) to participate on his/her behalf. No members or proxy(ies) shall be allowed to be physically present at the Broadcast Venue.

The quality of connection to the live webcast is dependent on the bandwidth and stability of the internet connection at the location and the device used by the participants.

2. REMOTE PARTICIPATION AND ELECTRONIC VOTING FACILITIES

The RPEV is available to (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees (“**Members**”).

With the RPEV, Members may exercise their rights to participate (including to pose questions to the Company) and vote remotely at the EGM. Alternatively, Members may also appoint proxy(ies) or the Chairman of the EGM as their proxy to attend and vote on their behalf at the EGM.

Members and proxies who wish to participate at the EGM via RPEV, kindly follow the steps below to register your participation:

1. REMOTE PARTICIPATION AND ELECTRONIC VOTING FACILITIES (Cont'd)

BEFORE THE DAY OF THE EGM

Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")

Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.

(Only for first time BSIP users)

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>.

Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none"> Click Register to sign up for a user account and select the correct account type "Sign up as Individual". Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click Sign Up. 	<ul style="list-style-type: none"> Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder". Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorization letter. Click Sign Up.
<p><i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i></p>	<p><i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i></p>

- (c) You will receive an email from Boardroom for email address verification. Click "**Verify Email Address**" from the email received to continue with the registration process.
- (d) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click "**Enter**" to complete the registration process.
- (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (f) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

2. REMOTE PARTICIPATION AND ELECTRONIC VOTING FACILITIES (Cont'd)

Step 2: Submit Request for RPEV (applicable for individual account only)

The registration for RPEV will open from **Monday, 26 February 2024** to **Wednesday, 13 March 2024 at 10:00 a.m.** (commencement of the EGM).

For Individual account only

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>.
- (c) Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")" above.]
- (d) Click "**Meeting Event**" and select "**SUNVIEW GROUP BERHAD - EXTRAORDINARY GENERAL MEETING**" from the list of companies and click "**Enter**".
- (e) Go to "**VIRTUAL**" and click on "**Register for RPEV**".
- (f) Check the box to register for RPEV and enter your 9 digits CDS account number.
- (g) Read and check the box to accept the Terms & Conditions, then click "**Register**".
- (h) You will receive a notification that your RPEV registration has been received and pending verification.
- (i) Upon system verification against the General Meeting Record of Depositors ("General Meeting ROD") as at **6 March 2024** you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

2. APPOINTMENT OF PROXY

If Members who wish to submit their Proxy Form electronically via BSIP, please refer to the procedures for electronic lodgement of Proxy Form as follows:

For Individual Shareholders, Corporate Shareholders

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>.
- (c) Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")" above.]
- (d) Click into "Meeting Event".
- (e) Click "**Meeting Event**" and select "**SUNVIEW GROUP BERHAD - EXTRAORDINARY GENERAL MEETING**" from the list of companies and click "**Enter**".

By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none"> Select the Company that you are representing - for Corporate Account user only. Go to "PROXY" and click on "Submit eProxy Form". Click on "Submit eProxy Form". Enter your 9 digits CDS account number and number of securities held. 	<ul style="list-style-type: none"> Select the Nominees Company that you are representing. Go to "PROXY" and click on "Submit eProxy Form". Click on "Download Excel Template" to download. Insert the appointment of proxy/proxies for each CDS account with the necessary

<ul style="list-style-type: none"> • Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies. • Read and accept the Terms and Conditions and click “Next”. • Enter the required particulars of your proxy/proxies. • Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting. • Review and confirm your proxy/proxies appointment and click “Submit”. • Download or print the eProxy Form as acknowledgement. 	<p>data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.</p> <ul style="list-style-type: none"> • Proceed to upload the duly completed excel file. • Review and confirm your proxy/proxies appointment and click “Submit”. • Download or print the eProxy form as acknowledgement.
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Please note that the closing date and time to submit your proxy/proxies form is by **Monday, 11 March 2024 at 10:00 a.m.**

ON THE DAY OF THE EGM

Step 4: Login to Boardroom Meeting Portal

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to BSIP website at <https://investor.boardroomlimited.com>.
- Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process “Step 1: Register Online with Boardroom Smart Investor Portal (“BSIP”)” above.]
- Meeting platform will be made available at any time from 9:00 a.m. i.e. one hour before the commencement of the EGM at 10:00 a.m. on 13 March 2024.
- Click into “Meeting Event” and go to “**SUNVIEW GROUP BERHAD – EXTRAORDINARY GENERAL MEETING**” and then click “**Join Live Meeting**” to join the proceedings of the EGM remotely.
If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the EGM which is from 9:00 a.m. on 13 March 2024.
- Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.
- To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- To change your vote, simply select another direction. If you wish to cancel your vote, please select Cancel.

Important Notes:

- The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.*

- (b) *Recommended Requirement for live webcast:*
- (i) *Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.*
 - (ii) *Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.*
 - (iii) *Device with working and good quality speakers.*
- (c) *You may not be able to gain access to the EGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.*

Entitlement to Participate and Vote

- Only shareholders whose names appear on the General Meeting ROD as at 6 March 2024 shall be eligible to participate at the EGM.
- If a shareholder is unable to participate at the EGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the EGM, they must not submit a Proxy Form for the same CDS account. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies for the same CDS account.

3. POLL VOTING

The voting at the EGM will be conducted by way of poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the poll voting via the Boardroom Meeting Portal and SKY Corporate Services Sdn. Bhd. as the Scrutineers to verify the poll results. Upon the completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolution is duly passed.

4. REVOCATION OF PROXY

If a shareholder has submitted his/her proxy form prior to the EGM and subsequently decides to appoint another person or wishes to participate in the virtual EGM by himself/herself, please revoke the appointment of proxy/proxies at least **forty-eight (48) hours** before the EGM. Please find the below step for revocation on eProxy form or physical proxy form:

eProxy Form	Physical Proxy Form
<ul style="list-style-type: none"> • Go to "Meeting Event" and select "SUNVIEW GROUP BERHAD - EXTRAORDINARY GENERAL MEETING" from the list of companies and click "Enter". • Go to "PROXY" and click on "Submit Another eProxy Form". • Go to "Submitted eProxy Form List" and click "View" for the eProxy form. • Click "Cancel/Revoke" at the bottom of the eProxy form. • Click "Proceed" to confirm. 	<ul style="list-style-type: none"> • Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the EGM. In such event, shareholders should advise their proxy/proxies accordingly.

5. SUBMISSION OF QUESTIONS

Prior to the EGM

Members and proxies may submit questions before the EGM to the Chairman or the Board of Directors via BSIP at <https://investor.boardroomlimited.com> **no later than Wednesday, 6 March 2024 at 10:00 a.m.** Click “**Submit Question**” after selecting “**SUNVIEW GROUP BERHAD - EXTRAORDINARY GENERAL MEETING**” from “**Meeting Event**” to submit your questions.

During the EGM

If you have any questions for the Chairman or the Board of Directors, you may use the messaging window facility by clicking the messaging icon or submit question tab within the Boardroom Meeting Portal at <https://meeting.boardroomlimited.my> to submit your questions. The messaging window facility will open one (1) hour before the commencement of the EGM which is on 13 March 2024 at 10:00 a.m. and will remain open until such time that the Chairman announces the closure of the Q&A session. The Chairman or the Board of Directors will endeavour to address all questions received in relation to the EGM.

6. ENQUIRY

If you have any enquiries relating to the Boardroom Meeting Portal or proxy appointment prior to the EGM, or encounter any technical issues with participating in the virtual EGM, please contact Boardroom during office hours from Monday to Friday, 8:30 a.m. to 5:30 p.m. (except for public holidays):

Boardroom Share Registrars Sdn. Bhd.

General Line : +603 7890 4700

Fax number : +603 7890 4670

Email : bsr.helpdesk@boardroomlimited.com