

ADMINISTRATIVE GUIDE

Date : Wednesday, 10 January 2024
 Time : 2:30 p.m
 Broadcast Venue : Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan
 Mode of Meeting : AGM will be held on a fully virtual basis and entirely via remote participation and voting via an online meeting platform operated by InsHub Sdn. Bhd. at <https://rebrand.ly/SaudeeAGM>

1. MODE OF MEETING

In line with the Government’s directive and the revised Guidance Note and Frequently Asked Questions (FAQs) on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 (“SC Guidance”), the AGM of the Company will be conducted on a virtual basis and entirely via remote participation and electronic voting.


2. REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the AGM using the RPV facilities operated by InsHub Sdn. Bhd. via <https://rebrand.ly/SaudeeAGM>

If a member is unable to attend the 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. The proxy(ies) are required must register himself/herself for RPV at <https://rebrand.ly/SaudeeAGM> operated by InsHub Sdn. Bhd. not later than Tuesday, 9 January 2024 at 2.30 p.m.

3. PROCEDURES FOR RPV

Member(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate remotely in the AGM using the RPV facilities are advised to follow the requirements and procedures as indicated below: -

Procedure	Action
BEFORE THE 15TH AGM DAY	
(a) Register as a participant in the Virtual AGM 	<ul style="list-style-type: none"> Using your computer, access to the website at https://rebrand.ly/SaudeeAGM. Click on the REGISTER link to register as a participant for the AGM. If you are using mobile devices, you can also scan the QR code provided on the left to access the registration page. Click REGISTER and enter your email, followed by NEXT to fill in your details to register for the AGM. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android, and iOS).
(b) Submit your online registration	<ul style="list-style-type: none"> Registration for the 15th AGM is open from Thursday, 30 November 2023 at 5.00 p.m. and the registration will be closed on Tuesday, 9 January 2024 at 2.30 p.m. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV facilities. Clicking on the link will redirect you to the AGM event page. Click on the REGISTER link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name [not applicable to proxy(ies) or corporate representative(s) or attorney(s)]. Kindly fill in the CDS account number and indicate the number of shares you hold. If you have more than one CDS account, please state the CDS account number and indicate the number of shares held separately with a comma (,). Read and agree to the Terms & Conditions and confirm the Declaration. Please review your registration and ensure all information given is accurate before you proceed to click SUBMIT to register for your remote participation. Failure to do so will result in your registration being rejected. System will send an e-mail to notify that your registration for remote participation is received and pending verification. After verification of your registration against the Record of Depositors as at Friday, 29 December 2023 the system will send you an e-mail after Tuesday, 2 January 2024 to approve or reject your registration for remote participation. <p>(Note: Please allow sufficient time for approval of the registration for the RPV.)</p>

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ON THE DAY OF AGM		
(a)	Participating the Virtual AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the AGM day, while the 2nd will be sent 1 hour before the AGM session. Click Join Event in the reminder email to participate the RPV.
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/Board, you may use the Q&A panel to send your questions. The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The session will be recorded. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
(c)	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the voting session and the duration allowed at the respective AGM. A link to vote for the resolution(s) will be posted at the right-hand side of your computer screen under "chat". You are required to access the link and to indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
(d)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the AGM, the live session will end.

4. RECORD OF DEPOSITORS

Only a depositor name appears on the ROD as at 29 December 2023 shall be entitled to attend, speak and vote at the AGM or appoint proxy(ies)/corporate representative(s) attorney(s) to attend and/or vote on his/her behalf.

5. INDIVIDUAL MEMBER

Individual member are strongly encouraged to take advantage of RPV facilities to participate and vote remotely at the AGM. Please refer to the details as set out above for information.

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

The completed proxy form must be deposited at the Company's Share Registrar at Workshire Share Registration Sdn. Bhd. of A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia or email to infosr@wscs.com.my or fax to 03-6413 3270 not later than Tuesday, 9 January 2024 at 2.30 p.m. and the proxy(ies) is required must register himself/herself for RPV at <https://rebrand.ly/SaudeeAGM> operated by InsHub Sdn. Bhd.

6. CORPORATE MEMBER(S)

Corporate member(s) (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the AGM using the RPV facilities. Corporate member(s) who wish to participate and vote remotely at the AGM will be required to provide the following documents to the Company's Share Registrar at Workshire Share Registration Sdn. Bhd. of A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia not later than Tuesday, 9 January 2024 at 2.30 p.m.:

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

Upon receipt of such documents, the Poll Administrator will respond to your remote participation request.

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

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7. NOMINEES COMPANY MEMBER(S)

The beneficiaries of the shares under a Nominees Company's CDS account ("Nominees Company member(s)") are also strongly advised to participate and vote remotely at the AGM using RPV facilities. Nominees Company member(s) who wish to participate and vote remotely at the AGM can request its Nominees Company to appoint him/her as a proxy to participate and vote remotely at the AGM. Nominees Company will be required to provide the following documents to the Company's Share Registrar at Workshire Share Registration Sdn. Bhd. of A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Malaysia not later than Tuesday, 9 January 2024 at 2.30 p.m.:

- i. Proxy Form under the seal of the Nominees Company;
- ii. Copy of the proxy's MyKad (front and back)/Passport; and
- iii. Proxy's email address and mobile phone number.

Upon receipt of such documents, the Poll Administrator will respond to your remote participation request.

If a Nominees Company member(s) is unable to attend the AGM, it is encouraged to request its Nominees Company to appoint the Chairman of the meeting as its proxy and to indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

8. REVOCATION OF PROXY

Please note that if a Member has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally participate in the AGM via RPV Platform, the Member must contact the Company's Share Registrar to revoke the appointment of his/her proxy no later Tuesday, 9 January 2024 at 2.30 p.m.

9. POLL VOTING

The voting at the AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Workshire Share Registration Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and Symphony Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.

Member(s) can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed or otherwise.

The results of the voting for all resolutions will be announced at the AGM and on Bursa Securities' website at www.bursamalaysia.com.

10. RECORDING/PHOTOGRAPHY

By participating at the AGM, you agree that no part of the AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

11. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):-

(i) **For Registration, logging in and system related:**

InsHub Sdn. Bhd.

Name : Ms. Eris/ Mr Calvin
Contact No. : +603 – 7688 1013
Email : vgm@mlabs.com

(ii) **For Proxy Form and other matters:**

Workshire Share Registration Sdn. Bhd.

Name : Mr. Vemalan a/l Naraynan / Mr. Tee Yee Loon
Contact No. : +603- 6413 3271
Email : infosr@wscs.com.my