



**201701044626 (1258799-P)**  
(Incorporated in Malaysia under the Companies Act 2016)

### **ADMINISTRATIVE GUIDE FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”)**

- Day, Date and Time : **Friday, 6 September 2024 at 3:00 p.m.**
- Meeting Venue : **Online Meeting Platform provided by SS E Solutions Sdn. Bhd. in Malaysia**
- Meeting Platform : **via Securities Services e-Portal (“SSeP”) at <https://sshsb.net.my/>**
- Modes of Communications : **(a) Typed text in the Meeting Platform**  
**(b) Email questions to [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my) prior to the 2nd AGM**

- The meeting platform of the 2nd AGM is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 and the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia which was further revised on 7 April 2022. Shareholders/ proxy(ies) will not be allowed to attend the AGM in person on the day of the AGM of the Company. With the Remote Participation and Voting (“RPV”) facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the 2nd AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 2nd AGM.

### **REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES**

- The RPV facilities are available on **Securities Services e-Portal (“SSeP”) at <https://sshsb.net.my/>**
- Shareholders are to participate, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 2nd AGM using RPV facilities provided by SS E Solutions Sdn. Bhd.
- Shareholders who wish to participate at the 2nd AGM are required to register as a user of SSeP as well as register for remote participation via <https://sshsb.net.my/> latest by Wednesday, 4 September 2024. For more details, please refer to the SSeP Administrative Guide in Appendix I.
- SSeP allow individual and corporate body shareholders, through their appointed representatives, to:
  - (a) Submit e-Proxy Form
  - (b) Register for remote participation and voting
  - (c) Attend and participate in the Live Stream Meeting (eLive)
  - (d) Vote online remotely during the Meeting (eVoting)

### **ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY**

- Only members whose names appear on the Record of Depositors as at 30 August 2024 shall be eligible to participate, speak and vote at the 2nd AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

- In view that the 2nd AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 2nd AGM yourself, please do not submit any Proxy Form for the 2nd AGM. You will not be allowed to participate in the 2nd AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 2nd AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Wednesday, 4 September 2024 at 3:00 p.m.:**
  - (i) In Hard copy:  
The proxy form shall be deposited at SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia.
  - (ii) By Electronic form:  
The proxy form shall be electronically lodged via SSeP platform at <https://sshshb.net.my/> or by fax to +603-2094 9940/+603- 2095 0292 or by email to [eservices@sshshb.com.my](mailto:eservices@sshshb.com.my). For more details, please refer to the SSeP Administrative Guide in Appendix I.
- Appointed proxies need not register for remote participation but are required to register as the users of SSeP latest by Monday, 2 September 2024.
- If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the 2nd AGM, please email to SS E Solutions Sdn. Bhd. at [eservices@sshshb.com.my](mailto:eservices@sshshb.com.my) or via SSeP at <https://sshshb.net.my/> no later than **Wednesday, 4 September 2024 at 3:00 p.m.** to revoke the earlier appointed proxy.

## POLL VOTING

- The voting at the 2nd AGM will be conducted by poll in accordance with the Companies Act 2016. The Company has appointed SS E Solutions Sdn Bhd as the Poll Administrator to conduct the poll by way of electronic voting (e-voting).
- Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from 3:00 p.m. on Friday, 6 September 2024 but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to Appendix I below for guidance on how to vote remotely via SSeP.
- Upon completion of the voting session for the 2nd AGM, the Poll Administrator will verify the poll results followed by the Chairman's declaration of whether the resolutions are duly passed.

## PRE-MEETING SUBMISSION OF QUESTIONS

- The Board recognises that the 2nd AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the AGM, shareholders may in advance, before the AGM, submit questions to the Board of Directors by email to [eservices@sshshb.com.my](mailto:eservices@sshshb.com.my) no later than Wednesday, 4 September 2024. The Board of Directors will endeavour to address the questions received at the 2nd AGM.

## NO DOOR GIFTS/FOOD VOUCHERS

- There will be no distribution of door gifts or food vouchers for the 2nd AGM as the meeting will be conducted on a fully virtual basis.
- The Company would like to thank all its shareholders for their kind co-operation and understanding on this matter.

## ENQUIRIES

- If you have any enquiry relating to SSeP, please contact the Poll Administrator during office hours from Monday to Friday from 8:30 a.m. to 12:15 p.m. and 1:15 p.m. to 5:30 p.m. (except public holidays):

### **The Poll Administrator**

#### **SS E Solutions Sdn. Bhd.**

Address : Level 7, Menara Milenium  
Jalan Damanlela  
Pusat Bandar Damansara  
Damansara Heights  
50490 Kuala Lumpur

General Line : 603-2084 9000

Email : [eservices@sshshb.com.my](mailto:eservices@sshshb.com.my)

Contact person : Mr. Wong Piang Yoong/ Ms. Rachel Ou/ Ms. Julia Lim

Telephone No : 03-2084 9168/ 03-2084 9161/ 03-2084 9010



## SECURITIES SERVICES e-PORTAL

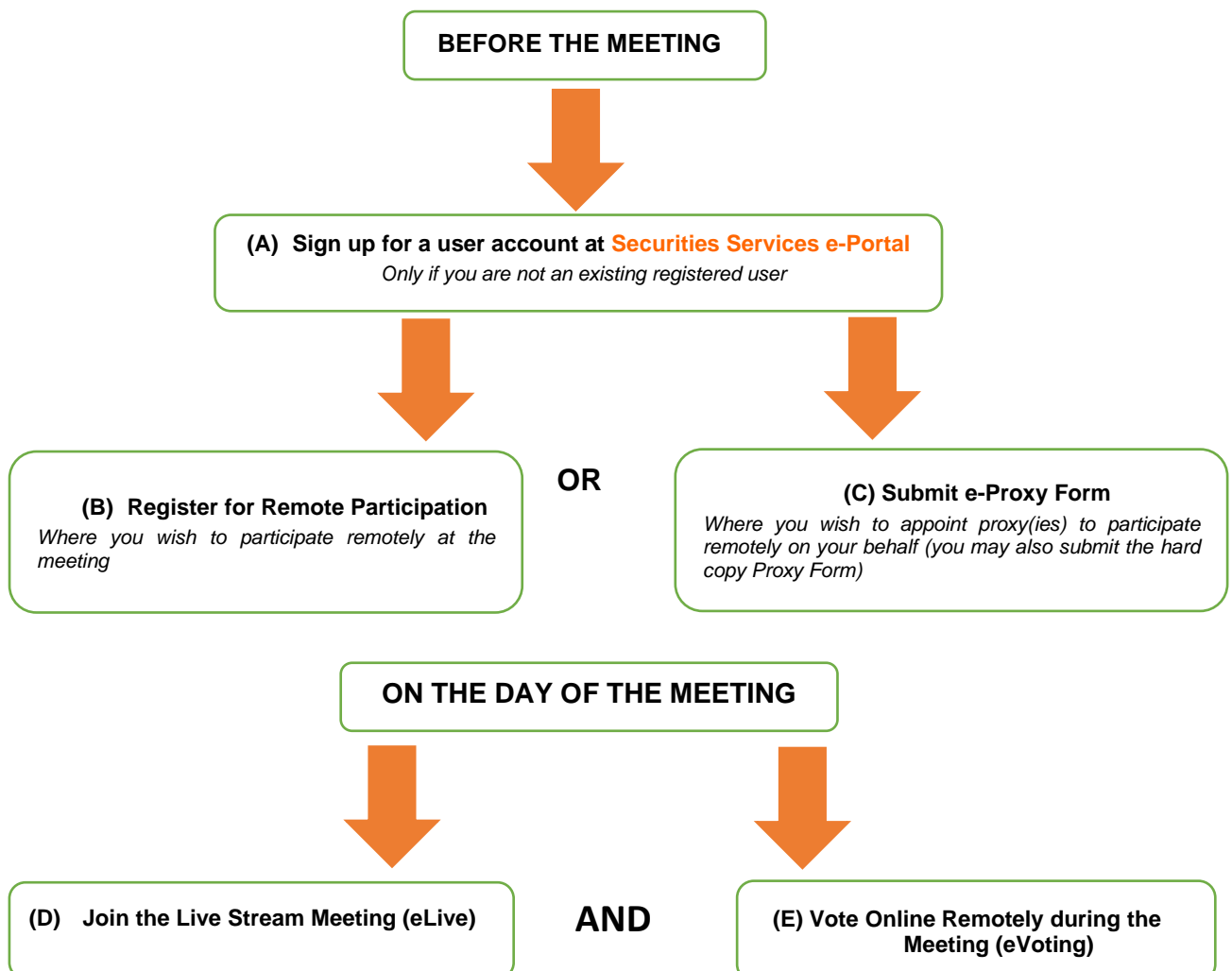
### WHAT IS Securities Services e-Portal?

**Securities Services e-Portal** is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to –

- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings (referred to as “**e-Services**”).

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Sancy Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

Please note that the e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari.



## BEFORE THE MEETING

### (A) Sign up for a user account at **Securities Services e-Portal**

- Step 1 Visit <https://sshbsb.net.my/>  
Step 2 Sign up for a user account  
Step 3 Wait for our notification email that will be sent within one (1) working day  
Step 4 Verify your user account within seven (7) days of the notification email and log in

- We require 1 working day to process all user sign-ups. If you do not have a user account with the e-Portal, you will need to sign up for a user account by the deadlines stipulated below.
- Your registered email address is your User ID.

To register for the meeting under (B) please sign up for a user account by **4 September 2024**.

To submit e-Proxy Form under (C) below, please sign up for a user account by **2 September 2024**, failing which you may only be able to submit the hard copy proxy form.

This is a **ONE-TIME** sign up only. If you already have a user account, please proceed to either (B) or (C) below.

### (B) Register for Remote Participation at the Meeting

- Log in to <https://sshbsb.net.my/> with your registered email and password.
- Look for **Sancy Berhad** under Company Name and **2nd AGM on 6 September 2024 at 3:00 p.m. – Registration for Remote Participation** under Event and click ">" to register for remote participation at the meeting.

Step 1 Check if you are attending as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

*For body corporates, the appointed corporate / authorised representative has to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted at the Poll Administrator's office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the registration closing date and time above.*

Step 2 Submit your registration.

- All shareholders must register for remote participation at the meeting and are highly encouraged to register as early as possible and before the eLive access date and time [see (D) below] in order to ensure timely access to the meeting. SS E Solutions Sdn Bhd holds no responsibility if shareholders failed to register before the commencement of the meeting. Access shall be granted only to eligible shareholders in accordance with the General Meeting Record of Depositors as at 30 August 2024.
- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- Your registration will apply to **all the CDS account(s)** of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
- As the meeting will be conducted on a virtual basis, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

<b>(C) Submit e-Proxy Form</b>	
<b>Meeting Date and Time</b>	<b>Proxy Form Submission Closing Date and Time</b>
Friday, 6 September 2024 at 3:00 p.m.	Wednesday, 4 September 2024 at 3:00 p.m.
<p>➤ Log in to <a href="https://sshsb.net.my/">https://sshsb.net.my/</a> with your registered email and password.</p> <p>➤ Look for <b>Sancy Berhad</b> under Company Name and <b>2nd AGM on 6 September 2024 at 3:00 p.m. – Submission of Proxy Form</b> under Event and click “&gt;” to submit your proxy forms online for the meeting by the submission closing date and time above.</p>	
<p>Step 1 Check if you are submitting the proxy form as –</p> <ul style="list-style-type: none"> <li>▪ Individual shareholder</li> <li>▪ Corporate or authorised representative of a body corporate <i>For body corporates, the appointed corporate / authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted at the Poll Administrator’s office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan for verification before the proxy form submission closing date and time above.</i></li> </ul> <p>Step 2 Enter your CDS account number or the body corporate’s CDS account number. Then enter the information of your proxy(ies) and the proportion of your securities to be represented by your proxy(ies). <b>You may appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.</b></p> <p>Step 3 Proceed to indicate how your votes are to be cast against each resolution.</p> <p>Step 4 Review and confirm your proxy form details before submission.</p> <ul style="list-style-type: none"> <li>• A copy of your submitted e-Proxy Form can be accessed via <b>My Records</b> (refer to the left navigation panel).</li> <li>• You need to submit your e-Proxy Form for <b>every CDS account(s)</b> you have or represent.</li> </ul>	
<p><b><u>PROXIES</u></b></p> <p><b>All appointed proxies need not register for remote participation under (B) above but if they are not registered users of the e-Portal, they will need to sign up as users of the e-Portal under (A) above by 2 September 2024. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY.</b> Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, <u>provided the proxy must be a registered user of the e-Portal</u>, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.</p>	

**ON THE DAY OF THE MEETING**

Log in to <a href="https://sshsb.net.my/">https://sshsb.net.my/</a> with your registered email and password.	
<b>(D) Join the Live Stream Meeting (eLive)</b>	
<b>Meeting Date and Time</b>	<b>eLive Access Date and Time</b>
Friday, 6 September 2024 at 3:00 p.m.	Friday, 6 September 2024 at 2:30 p.m.

- Look for **Sancy Berhad** under Company Name and **2nd AGM on 6 September 2024 at 3:00 p.m. – Live Stream Meeting** under Event and click “>” to join the meeting.

- The access to the live stream meeting will open on the abovementioned date and time.
- If you have any questions to raise, you may use the text box to transmit your question. The Chairman / Board / Management / relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

**(E) Vote Online Remotely during the Meeting (eVoting)**

Meeting Date and Time	eVoting Access Date and Time
Friday,6 September 2024 at 3:00 p.m.	Friday,6 September 2024 at 3:00 p.m.

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.  
OR
- If you are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look for **Sancy Berhad** under Company Name and **2nd AGM on 6 September 2024 at 3:00 p.m. – Remote Voting** under Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the meeting.

- Step 1 Cast your votes by clicking on the radio buttons against each resolution.  
Step 2 Review your casted votes and confirm and submit the votes.

- The access to eVoting will open on the abovementioned date and time.
- Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be cast, we will take the shareholder's indicated votes in the proxy form.
- The access to eVoting will close as directed by the Chairman of the meeting.
- A copy of your submitted eVoting can be accessed via **My Records** (refer to the left navigation panel).