

# ADMINISTRATIVE GUIDE

## ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL SECOND ANNUAL GENERAL MEETING (“2<sup>ND</sup> AGM” OR “MEETING”) OF SOUTHERN CABLE GROUP BERHAD (“SOUTHERN CABLE” OR THE “COMPANY”)

Meeting day, date and time	: Thursday, 10 June 2021 at 2:00 p.m.
Meeting platform	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>
Registration	: Virtual Meeting via Remote Participation and Electronic Voting (“RPEV”) facilities
Broadcast venue	: 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Mode of Communication	: Shareholders may pose questions during live streaming at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a> .

### 1. Virtual Meeting

- 1.1 In view of the coronavirus disease (“COVID-19”) pandemic and with the safety of the Company’s members, employees and Directors being of primary concern, the Board of Directors of the Company (“**Board**”) and Management of the Company have decided to hold the 2<sup>nd</sup> AGM on a fully virtual and entirely via RPEV facilities. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendments that may be made from time to time.
- 1.2 The main and only venue of the 2<sup>nd</sup> AGM is at the broadcast venue, which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 61 of the Company’s Constitution that require the Chairman of the Meeting to be present at the main venue of the Meeting. **Members/proxies/corporate representatives should not be physically present** nor will they be admitted at the broadcast venue on the day of the 2<sup>nd</sup> AGM.  
  
Members can participate in our fully virtual 2<sup>nd</sup> AGM by registering online via the Boardroom Smart Investor Portal at <https://boardroomlimited.my>.
- 1.3 In view of the recent evolving COVID-19 cases in Malaysia, we may be required to change the Meeting arrangements of the 2<sup>nd</sup> AGM at short notice. As such, members are advised to check the Company’s website or announcements for the latest updates on the status of the 2<sup>nd</sup> AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.
- 1.4 With the RPEV facilities, you may exercise your right as a member of the Company to participate (and pose questions to the Board and Management of the Company) and to vote at the 2<sup>nd</sup> AGM, safely from your home.
- 1.5 Kindly ensure the stability of your internet connectivity throughout the 2<sup>nd</sup> AGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of your internet connection.

### 2. Entitlement to Participate and Vote at the Meeting

For the purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make available a Record of Depositors as at 2 June 2021 and only Members whose names appear on such Record of Depositors shall be entitled to attend, participate, speak (in the form of real time submission of typed texts) and vote via the RPEV facilities or to appoint a proxy(ies)/corporate representative to participate and vote on his/her behalf.

### 3. Lodgement of Proxy Form

- 3.1 Members are encouraged to go online, participate, and vote at the 2<sup>nd</sup> AGM using RPEV facilities. Members who are unable to join the virtual Meeting are encouraged to appoint the Chairman of the Meeting or your proxy to vote on your behalf. If you wish to attend the virtual Meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the virtual Meeting together with a proxy appointed by you.

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- 3.2 If you are unable to attend the 2<sup>nd</sup> AGM via RPEV facilities and wish to appoint the Chairman of the Meeting or your proxy to vote on your behalf, please deposit your proxy form at the office of the Company's Poll Administrator Boardroom Share Registrars Sdn. Bhd. at **Boardroom Share Registrars Sdn Bhd ("Boardroom") at Ground Floor or 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 of holding the 2<sup>nd</sup> AGM (i.e. latest by Tuesday, 8 June 2021 at 2:00 p.m.).
- 3.3 Alternatively, the proxy appointment may also be lodged or by electronic means through the Poll Administrator's website, Boardroom Smart Investor Online Portal, electronically at <https://boardroomlimited.my>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the 2<sup>nd</sup> AGM (i.e. latest by Tuesday, 8 June 2021 at 2:00 p.m.). For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

## Step 1 Register Online with Boardroom Smart Investor Portal (for first time registration only)

*(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)*

- a. Access website <https://boardroomlimited.my>
- b. Click <<**Login**>> and click <<**Register**>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

## Step 2 eProxy Lodgement

- a. Access website <https://boardroomlimited.my>
- b. Login with your User ID and Password given above.
- c. Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**SOUTHERN CABLE GROUP BERHAD SECOND (2<sup>nd</sup>) VIRTUAL ANNUAL GENERAL MEETING**" and click "**APPLY**".
- d. Read the terms & conditions and confirm the Declaration.
- e. Enter your CDS Account Number and indicate the number of securities.
- f. Appoint your proxy(ies) or the Chairman of the 2<sup>nd</sup> AGM and enter the required particulars for your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click submit.
- j. Download or print the eProxy Form acknowledgement.

## 4. Revocation of Proxy

If you have submitted your Proxy Form prior to the 2<sup>nd</sup> AGM and subsequently decide to appoint another person or wish to participate in the 2<sup>nd</sup> AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 2<sup>nd</sup> AGM. On revocation, your proxy(ies) will not be allowed to participate in the 2<sup>nd</sup> AGM. In such event, you should advise your proxy(ies) accordingly.

## 5. E-Voting Procedures


- 5.1 The voting will be conducted by poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

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Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- (ii) Access to Lumi AGM via website URL <https://web.lumiagm.com>.

- 5.2 During the 2<sup>nd</sup> AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- 5.3 For the purpose of this 2<sup>nd</sup> AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.
- 5.4 Members and proxies can login starting one (1) hour before the commencement of the AGM at 1:00 p.m. on 10 June 2021, but polling will only be opened after the announcement of the poll voting session open by the Chairman and until such time when the Chairman announces the closure of the poll.
- 5.5 Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.
- (i) To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
  - (ii) To change your vote, simply select another voting direction.
  - (iii) If you wish to cancel your vote, please press "Cancel".
- 5.6 The Independent Scrutineer 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 otherwise.

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

- 6.1 Please note that the RPEV is available to all members including :
- (i) Individual members;
  - (ii) Corporate shareholders;
  - (iii) Authorised nominees; and
  - (iv) Exempt authorised nominees.
- 6.2 If you wish to participate in the 2<sup>nd</sup> AGM, you will be able to view a live webcast of the 2<sup>nd</sup> AGM, ask questions and submit your votes in real time whilst the 2<sup>nd</sup> AGM is in progress.
- 6.3 Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

Before the day of the 2 <sup>nd</sup> AGM	
Procedure	Action
i. Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation.)</i></p> <ul style="list-style-type: none"> <li>a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>c. Complete the registration and upload a softcopy of your MyKAD/ Identification Card (front and back) or Passport in JPEG or PNG format.</li> <li>d. Please enter a valid email address and wait for Boardroom's email verification.</li> <li>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ul>




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Before the day of the 2 <sup>nd</sup> AGM <i>cont'd</i>	
Procedure	Action
ii.	<p>Submit request for remote participation (User ID and Password)</p> <p><i>(Note: Registration for remote access will be opened on 30 APRIL 2021. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the 2<sup>nd</sup> AGM, i.e. latest by Tuesday, 8 June 2021 at 2:00 p.m.)</i></p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>a. Login to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using your user ID and password.</li> <li>b. Select “<b>VIRTUAL MEETING</b>” from main menu and select the correct Corporate Event “<b>SOUTHERN CABLE GROUP BERHAD SECOND (2<sup>ND</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>”.</li> <li>c. Read and agree to the Terms &amp; Conditions.</li> <li>d. Enter your CDS Account and thereafter submit your request.</li> </ol> <p><b>Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>a. 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 and Form of Proxy to submit the request.</li> <li>b. Please provide a copy of Corporate Representative’s MyKad/ Identification Card (front and back) or Passport in JPEG or PNG format as well as his/her email address.</li> </ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>a. 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 Form of Proxy to submit the request.</li> <li>b. Please provide a copy of the proxy holder’s MyKad/Identification Card (front and back) or Passport in JPEG or PNG format as well as his/her email address.</li> </ol>
iii.	<p>Email notification</p> <ol style="list-style-type: none"> <li>a. You will receive notification from Boardroom that your request(s) has been received and is being verified.</li> <li>b. Upon system verification against the Record of Depositories of the 2<sup>nd</sup> AGM as at 2 June 2021, 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> <li>d. Please note that the closing date and time to submit your request is by Tuesday, 8 June 2021 at 2:00 p.m.</li> </ol>

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On the day of the 2 <sup>nd</sup> AGM		
Procedure		Action
iv.	Login to Virtual Meeting Platform	<p>a. The Virtual Meeting portal will be opened for login one (1) hour before the commencement of the 2<sup>nd</sup> AGM at 1:00 p.m. on Thursday, 10 June 2021.</p> <p>b. The Meeting Platform can be accessed via one of the following methods:-</p> <ul style="list-style-type: none"> <li>➤ Launch Lumi AGM by scanning the QR Code provided in the email notification;</li> <li>➤ Access to Lumi AGM webportal via website at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a></li> </ul> <p>c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii).</p>
v.	Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.)</p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the 2<sup>nd</sup> AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
vi.	Voting	<p>a. Once the 2<sup>nd</sup> AGM is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
vii.	End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the 2<sup>nd</sup> AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can now logout from the Meeting Platform.</p>

## 7. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers for members/proxies/corporate representatives who participate at this virtual 2<sup>nd</sup> AGM.

## 8. Recording or Photography

By participating at the 2<sup>nd</sup> AGM, you agree that no part of the 2<sup>nd</sup> 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, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

## 9. Enquiries

If you have any enquiries prior to the 2<sup>nd</sup> AGM or if you wish to request for technical assistance to participate in the fully virtual Meeting, please contact the Poll Administrator, Boardroom Share Registrars Sdn. Bhd. during office hours from Monday to Friday (8:30 a.m. to 5:30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5 Jalan Professor Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan Malaysia

General Line : 603-7890 4700 (Helpdesk)

Fax Number : 603-7890 4670

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)