ADMINSTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL THIRD ANNUAL GENERAL MEETING ("3rd AGM")

Day and Date	:	Monday, 27 June 2022
Time	:	11.00 a.m. or at any adjournment thereof
Online Meeting platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)
Mode of Communication	:	1) Pose questions to the Board of Directors of the Company ("Board") via real-time submission of typed texts at the meeting platform during live streaming of the 3rd AGM. 2) Submit questions by logging into the Boardroom Smart Investor Portal at https://investor.boardroomlimited.com prior to 3rd AGM.

Dear Shareholders,

As a precautionary measure amid the COVID-19 outbreak, the Company's 3rd AGM will be conducted on a fully virtual basis via Online Meeting Platform, as the safety of our members, Directors, staff and other stakeholders who will attend the 3rd AGM is of paramount importance to us.

The conduct of a fully virtual 3rd AGM is in line with the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 **("Revised Guidance Note and FAQs")**. The Revised Guidance Note and FAQs state that in a fully virtual general meeting, all meeting participants including the Chairman of the meeting, board members, senior management, and shareholders are required to participate in the meeting online. Physical gatherings no matter how small are prohibited.

According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

We strongly encourage you to participate in the fully virtual 3rd AGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board and/or Management of the Company) and vote at the 3rd AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 3rd AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our fully virtual 3rd AGM has commenced. It is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

A. Entitlement to Participate in the 3rd AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on 20 June 2022 (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

B. Form(s) of Proxy

If you are unable to attend the 3rd AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited with Boardroom Share Registrars Sdn Bhd not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of Boardroom Share Registrars Sdn Bhd can be found in the enquiry section of this document.

Alternatively, you may deposit your Form(s) of Proxy by electronic means through the Boardroom Smart Investor Portal at https://investor.boardroomlimited.com (kindly refer to Section E below).

C. Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic 3rd AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

D. Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 3rd AGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

E. Virtual Meeting Facilities

Procedure		Action
Before the day of the 3rd AGM		
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. You may proceed to Step 2.]* a. Access website https://investor.boardroomlimited.com b. Click **<<Register>>** to sign up as a user. c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. d. Please enter a valid email address. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2.	Submit a request for remote participation	Registration for remote access will be opened on **29 April 2022**. Please note that the closing time to submit your request is at 11.00 a.m. on **25 June 2022** (48 hours before the commencement of the 3rd AGM). **Individual Members** a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Select **SOUTHERN CABLE GROUP BERHAD THIRD (3RD) ANNUAL GENERAL MEETING** from the list of Corporate Meetings and click "**Enter**". c. Click on "**Register for RPEV**". d. Read and accept the General Terms & Conditions and click "**Next**". e. Enter your CDS Account Number and thereafter submit your request. **Appointment of Proxy** a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. b. Select **SOUTHERN CABLE GROUP BERHAD THIRD (3RD) ANNUAL GENERAL MEETING** from the list of Corporate Meetings and click "**Enter**". c. Click on "**Submit eProxy Form**". d. Read and accept the General Terms and Conditions by clicking "**Next**" e. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). f. Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**. g. Review and confirm your proxy appointment. h. Click "**Apply**". i. Download or print the eProxy form as acknowledgment. **Corporate Shareholders, Authorised Nominee, and Exempt Authorised Nominee** a. Write into bsr.helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. b. Please provide a copy of the Corporate Representative's or Proxy's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address

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Procedure		Action
Before the day of the 3rd AGM		
3.	Email notification	a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified. b. Upon system verification against the General Meeting Record of Depositories as at **20 June 2022**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.
On the day of the 3rd AGM		
4.	Login to Meeting Platform	a. The Meeting Platform will be open for login one (1) hour before the commencement of the 3rd AGM. b. The Meeting Platform can be accessed via one of the following: ➢ Scan the QR Code provided in the email notification; or ➢ Navigate to the website at https://meeting.boardroomlimited.my c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.
5.	Participate	*[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions, and vote.]* a. If you would like to view the live webcast, select the broadcast icon. b. If you would like to ask a question during the 3rd AGM, select the messaging icon. c. Type your message within the chatbox and once completed, click the send button.
6.	Voting	a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session. b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received. c. To change your vote, re-select your voting preference. d. If you wish to cancel your vote, please press "**Cancel**".
7.	End of Participation	Upon the announcement by the Chairman on the closure of the 3rd AGM, the live webcast will end.

F. No Distribution of Door Gifts

There will be no distribution of door gifts for shareholders/proxies who join or participate in the 3rd AGM.

G. No Recording or Photography

No recording or photography of the 3rd AGM proceedings is allowed without the prior written permission of the Company.

H. Enquiry

If you have any enquiries prior to the 3rd AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):

Boardroom Share Registrars Sdn. Bhd.

Address	:	11th Floor, Menara Symphony No. 5 Jalan Prof. Khoo Kay Kim Seksyen 13 46200 Petaling Jaya Selangor Darul Ehsan Malaysia
General Line	:	603-7890 4700
Fax Number	:	603-7890 4670
Email	:	bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.