



SERSOL BERHAD

[Registration No. 200201034397 (602062-X)]
(Incorporated in Malaysia)



ADMINISTRATIVE GUIDE FOR THE VIRTUAL EIGHTEENTH (18TH) ANNUAL GENERAL MEETING

- Day, Date and Time** : Thursday, 29 July 2021 at 3.00 p.m. or at any adjournment thereof
- Main Venue** : Boardroom, 1-40-2, Menara Bangkok Bank, Berjaya Central Bank, No. 105 Jalan Ampang, 50450 Kuala Lumpur, Malaysia
- Mode of Meeting** : Fully virtual via the online meeting platform by Mega Corporate Services Sdn. Bhd.

MODE OF MEETING

In view of the COVID-19 pandemic and the Company's initiative to curb the spread of COVID-19, the Eighteenth Annual General Meeting (“**18th AGM**”) of the Company will be conducted virtually via the online meeting platform.

The Main Venue is strictly to comply with Section 327(2) of the Companies Act 2016 which requires the Chairman of the 18th AGM to be present at the Main Venue of the 18th AGM. No shareholders/proxies shall be physically present at the Main Venue on the day of the 18th AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 18th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 18th AGM 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.

ONLINE REGISTRATION PROCEDURE

As no shareholder/proxies shall be physically present at the Main Venue, shareholders/proxies who wish to participate in the 18th AGM will have to register online and participate remotely. Kindly follow the steps below to ensure that you can obtain your Digital Ballot Form (“**DBF**”) and details to log in to the Webinar session to participate at the 18th AGM online:

1. Open this link <https://vps.megacorp.com.my/j50757> or scan the QR code above and submit all the information requested at least forty eight (48) hours before the time of the 18th AGM.
2. Only shareholders are allowed to register online. Shareholders can also appoint proxy online, as in Step 1 above. Please ensure that your personal particulars and the information required are accurate as any non-compliance may result in you not being able to receive your DBF.
3. Alternatively, you may deposit your Proxy Form at the office of our Poll Administrator, Mega Corporate Services Sdn Bhd of Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia or by email to AGM-Support.Sersol@megacorp.com.my not less than forty eight (48) hours before the time set for for holding the 18th AGM.
4. For corporate shareholders/Nominee Accounts, please follow Step 3 above.

5. The Poll Administrator will e-mail a copy of your DBF to you to participate and vote at the 18th AGM once they have verified your details.
6. Registered shareholders/proxies will receive two (2) emails:
 - i. Webinar session link (to join the virtual 18th AGM); and
 - ii. DBF (for remote voting purposes).

POLL VOTING

Pursuant to Paragraph 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 18th AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting ("e-voting") and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.

For the purpose of the 18th AGM, the e-voting through DBF will be carried out via your internet-enabled devices (e.g. computer/mobile phone/Tablets). The DBF itself is self-explanatory.

Shareholders/proxies can proceed to vote on the resolutions and submit his/her votes during the voting period as stipulated in the DBF. Upon completion of the voting session at the 18th AGM, the Scrutineers will verify the poll results after which the Chairman of the 18th AGM will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE 18TH AGM

For the purpose of determining whether a member is entitled to attend, participate and vote at the 18th AGM, the Company shall be requesting the Record of Depositors as at 22 July 2021. Only shareholders whose names appear in the Record of Depositors as at 22 July 2021 shall be entitled to attend, participate and vote at the 18th AGM or appoint proxy/proxies on his/her behalf.

NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the 18th AGM of the Company.

ENQUIRY

If you have any general enquiry prior to the 18th AGM, please contact the following persons during office hours (Monday to Friday):

Poll Administrator

Mega Corporate Services Sdn. Bhd.

Mr. Alfred Devan John or Encik Norhisham Abdul Hamid

Telephone No. : (03) 2692 4271 / 2694 8984

Facsimile No. : (03) 2732 5388

E-mail : AGM-Support.Sersol@megacorp.com.my