



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



ADMINISTRATIVE GUIDE FOR THE VIRTUAL EXTRAORDINARY GENERAL MEETING

- Day, Date and Time** : Thursday, 29 July 2021 at 4.00 p.m. or at any adjournment thereof or immediately following the conclusion or adjournment of the Eighteenth Annual General Meeting of the Company scheduled to be held on the same day at 3.00 p.m., whichever is earlier.
- 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 provided 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 Extraordinary General Meeting ("EGM") 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 EGM to be present at the Main Venue of the EGM. No shareholders/proxies shall be physically present at the Main Venue on the day of the EGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the EGM 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 EGM 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 the meeting link in to the Webinar session to participate at the EGM 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 EGM.
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 EGM.

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 EGM once they have verified your details.
6. Registered shareholders/proxies will receive two (2) emails:
 - i. Webinar session link (to join the virtual EGM); 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 EGM 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 EGM, e-voting will be carried out via your internet-enabled devices (e.g. computer/mobile phone/Tablets). The DBF itself is self-explanatory. Please read carefully the instructions and contents of the e-mail from the Webinar Master to familiarise yourself with the steps needed to exercise your rights at the EGM.

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 EGM, the Scrutineers will verify the poll results after which the Chairman of the EGM will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE EGM

For the purpose of determining whether a member is entitled to attend, participate and vote at the EGM, 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 EGM 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 EGM of the Company.

ENQUIRY

If you have any general enquiry prior to the EGM, 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