



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

**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL  
EXTRAORDINARY GENERAL MEETING (“EGM”)**

- Date** : Friday, 17 June 2022
- Time** : 12.00 p.m. or at any adjournment thereof, or immediately after the conclusion or adjournment of the Nineteenth Annual General Meeting of the Company scheduled to be held on the same day at 11.00 a.m., whichever is later.
- Broadcast venue** : 10.3, 10th Floor, Menara Lien Hoe, No. 8 Persiaran Tropicana, 47410 Petaling Jaya, Selangor Darul Ehsan, Malaysia
- Remote Participation and Voting Facilities (“RPV Facilities”)** : <https://rebrand.ly/Sersol-EGM>

**DIGITAL COPIES OF THE EGM DOCUMENTS**

As part of our commitment to reduce paper usage, the following documents are available on our website at <https://www.sersol.com.my/> for your preview:

1. Circular
2. Notice of the EGM
3. Proxy Form

**MODE OF MEETING**

In view of the COVID-19 pandemic and the Company’s initiative to curb the spread of COVID-19, the EGM of the Company will be conducted virtually.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Members will not be allowed to be physically present at the EGM in person at the Broadcast Venue on the day of the meeting.

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


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

**RPV Facilities**

The EGM will be conducted on a fully virtual basis and entirely via RPV Facilities. Should you wish to participate at the EGM you will be required to do so by registering yourself using the RPV Facilities in accordance with the instructions set out under online registration procedure as below.

For corporate representatives / authorised nominees / exempt authorised nominees who wish to use the RPV Facilities at the fully virtual EGM, please ensure the duly executed Proxy Forms or the original certificate of appointment of its corporate representative are submitted/ deposited to Poll Administrator's office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia **not later than 15 June 2022 at 12.00 p.m.** Proxy(ies) holder which member/ members had submitted Proxy Form to the Poll Administrator are not required to register at the RPV Facilities, Mlabs Research Sdn Bhd will send an invitation email to you for participate at the fully virtual EGM.

## ONLINE REGISTRATION PROCEDURE

Procedure	Action
<b>Before the day of the EGM</b>	
1. Register as participant in virtual EGM  	a. Using your computer, access the registration website at <a href="https://rebrand.ly/Sersol-EGM">https://rebrand.ly/Sersol-EGM</a> b. Click on the <b>Register</b> link to register for the EGM session. c. If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click <b>Register</b> and enter your email followed by <b>Next</b> to fill in your details to register for the EGM session. d. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. e. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS).
2. Submit your online registration	a. Member/ Members who wish to participate and vote remotely at the EGM via RPV Facilities are required to register prior to the meeting. The registration for remote access will be opened from 9.00 a.m. on 19 May 2022 and please note that the closing time to submit your online registration is at 12.00 p.m. on 16 June 2022 (24 hours before the commencement of the EGM). b. Clicking on the link mentioned in item 1 will redirect you to the EGM event page. Click on the <b>Register</b> link for the online registration form. c. Complete your particulars in the registration page. Your name <b>MUST</b> match your CDS account name (not applicable for proxy). d. Insert your CDS account number(s) and indicate the number of shares you hold. e. Read and agree to the Terms & Conditions and confirm the Declarations. f. Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected.
3. Email notification	a. System will send an email to notify that your registration for remote participation is received and will be verified. b. Upon system verification against the General Meeting Record of Depositories as at 10 June 2022, you will receive an email from Mlabs Research Sdn Bhd approving 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. c. If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.

Procedure		Action
<b>On the day of the EGM</b>		
4.	Login to Meeting Platform	<ul style="list-style-type: none"> <li>a. The Meeting Platform will be open for login one (1) hour before the commencement of the EGM.</li> <li>b. The Meeting Platform can be accessed via either one of the following: <ul style="list-style-type: none"> <li>➤ Scan the QR Code provided in the email notification; or</li> <li>➤ Navigate to the website at <a href="https://rebrand.ly/Sersol-EGM">https://rebrand.ly/Sersol-EGM</a></li> </ul> </li> <li>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification.</li> </ul>
5.	Participate with live video	<ul style="list-style-type: none"> <li>a. You will be given a short brief about the system.</li> <li>b. Your microphone is muted throughout the whole session.</li> <li>c. If you have any questions for the Chairman/ Board, you may use the <b>Q&amp;A panel</b> to send your questions. The Chairman/ Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email.</li> <li>d. The session will be recorded.</li> <li>e. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
6.	Online Remote Voting	<ul style="list-style-type: none"> <li>a. The Chairman will announce the commencement of the Voting session and the duration allowed at the respective EGM.</li> <li>b. The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given stipulated time frame.</li> <li>c. Click on the <b>Submit</b> button when you have completed.</li> <li>d. Votes cannot be changed once it is submitted.</li> </ul>
7.	End of remote participation	Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end.

## 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 10 June 2022. Only shareholders whose names appear in the Record of Depositors as at 10 June 2022 shall be entitled to attend, participate and vote at the EGM or appoint proxy/ proxies on his/her behalf.

## PROXY FORM

Please ensure that the hard copy of the original proxy form is deposited with the Poll Administrator's office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia or email to [admin@aldpro.com.my](mailto:admin@aldpro.com.my) not less than forty-eight (48) hours before the time appointed for holding the meeting or at any adjournment thereof, and in default the instrument of proxy shall not be treated as valid.

The Company/ Poll Administrator may request any member/ members to deposit original executed Proxy Form to Poll Administrator's office for verification purpose, if you are to deposit the proxy form via email to [admin@aldpro.com.my](mailto:admin@aldpro.com.my).

Proxy(ies) holder which member/ members had submitted proxy form to Poll Administrator are not required to register at online registration, Mlabs Research Sdn Bhd will send an invitation email to you to participate at the EGM.

## **REVOCAATION OF PROXY**

Please note that if a member has submitted his/ her Proxy Form prior to the EGM and subsequently decides to personally attend and participate in the EGM via RPV Facilities, the member must contact Poll Administrator, Aldpro Corporate Services Sdn Bhd to revoke the appointment of his/ her proxy no later than 12.00 p.m. on 15 June 2022.

## **NO RECORDING OR PHOTOGRAPHY**

Strictly NO recording or photography of the proceedings of the EGM is allowed.

## **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 officers during office hours (Monday to Friday):

### **For Registration, logging in and system related:**

Mlabs Research Sdn. Bhd.  
Name: Mr. Bryan / Mr. Hong / Ms Eris  
Telephone No: +603 7688 1013  
Email: [vgm@mlabs.com](mailto:vgm@mlabs.com)

### **For Proxy matters:**

Aldpro Corporate Services Sdn. Bhd.  
Name: Ms Jennie / Ms Vivien Khoh  
Telephone No: +603 7890 0638  
Email: [admin@aldpro.com.my](mailto:admin@aldpro.com.my)

## **PERSONAL DATA POLICY**

By registering for the RPV Facilities 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.