



SERSOL BERHAD

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

**ADMINISTRATIVE GUIDE FOR THE VIRTUAL
TWENTIETH ANNUAL GENERAL MEETING ("20TH AGM")**

Date	: Friday, 16 June 2023
Time	: 11.00 a.m. or at any adjournment thereof
Broadcast venue	: Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Remote Participation and Voting Facilities	: https://rebrand.ly/Sersol-AGM

DIGITAL COPIES OF THE 20TH AGM 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. Annual Report 2022
2. Corporate Governance Report 2022
3. Notice of the 20th AGM
4. Proxy Form

Alternatively, you may also scan the QR Code below to access the above documents:



Scan Here

If you need a copy of the printed Annual Report 2022, please complete the Requisition Form set out below of this document and deliver the completed form to our Share Registrar's office.

MODE OF MEETING

In view of the COVID-19 pandemic and the Company's initiative to curb the spread of COVID-19, the 20th AGM 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 20th AGM in person at the Broadcast Venue on the day of the meeting.

We strongly encourage you to participate in the fully virtual 20th AGM via the Remote Participation and Virtual Meeting 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 20th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 20th AGM.


Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 20th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 20th 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.

RPV Facilities

The 20th AGM will be conducted on a fully virtual basis and entirely via remote participation and voting. Should you wish to participate at the 20th AGM 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 20th AGM, please ensure the duly executed Proxy Form(s) or the original certificate of appointment of its corporate representative are submitted/deposited to Poll Administrator's office, Aldpro Corporate Services Sdn. Bhd. at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia **not later than 14 June 2023** at 11.00 a.m. Proxy(ies) holder which member/members had submitted proxy form(s) 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 20th AGM.

ONLINE REGISTRATION PROCEDURE

Procedure		Action
Before the day of the 20th AGM		
1.	Register as participant in Virtual 20th AGM 	<ol style="list-style-type: none"> a. Using your computer, access the registration website at https://rebrand.ly/Sersol-AGM b. Click on the Register link to register for the 20th AGM session. c. If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click Register and enter your email followed by Next to fill in your details to register for the 20th AGM 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	<ol style="list-style-type: none"> a. Member/Members who wish to participate and vote remotely at the 20th AGM via RPV Facilities are required to register prior to the meeting. The registration for remote access will be opened from 5.00 p.m. on 28 April 2023 and please note that the closing time to submit your online registration is at 11.00 a.m. on 15 June 2023 (24 hours before the commencement of the 20th AGM). b. Clicking on the link mentioned in item 1 will redirect you to the 20th AGM event page. Click on the Register link for the online registration form. c. Complete your particulars in the registration page. Your name MUST 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	<ol style="list-style-type: none"> 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 9 June 2023, 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
On the day of the 20th AGM		
4.	Login to Meeting Platform	a. The Meeting Platform will be open for login one (1) hour before the commencement of the 20th AGM. b. The Meeting Platform can be accessed via either one of the following: <ul style="list-style-type: none"> • Scan the QR Code provided in the email notification; or • Navigate to the website at https://rebrand.ly/Sersol-AGM c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification.
5.	Participate with live video	a. You will be given a short brief about the system. b. Your microphone is muted throughout the whole session. c. If you have any questions for the Chairman/Board, you may use the Q&A panel 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. d. The session will be recorded. e. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
6.	Online Remote Voting	a. The Chairman will announce the commencement of the Voting session and the duration allowed at the respective 20th AGM. 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. c. Click on the Submit button when you have completed. d. Votes cannot be changed once it is submitted.
7.	End of remote participation	Upon the announcement by the Chairman on the closure of the 20th AGM, the live webcast will end.

RECORD OF DEPOSITORS FOR THE 20TH AGM

For the purpose of determining whether a member is entitled to attend, participate and vote at the 20th AGM, the Company shall be requesting the Record of Depositors as at 9 June 2023. Only shareholders whose names appear in the Record of Depositors as at 9 June 2023 shall be entitled to attend, participate and vote at the 20th AGM 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, Aldpro Corporate Services Sdn. Bhd. at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia or email to 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.

Proxy(ies) holder which member/members had submitted proxy form to Poll Administrator are no require to register at online registration, Mlabs Research Sdn Bhd will send an invitation email to you for participate at the 20th AGM.

REVOCAION OF PROXY

Please note that if a member has submitted his/her Proxy Form prior to the 20th AGM and subsequently decides to personally attend and participate in the 20th AGM 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 11.00 a.m. on 14 June 2023.

NO RECORDING OR PHOTOGRAPHY

Strictly NO recording or photography of the proceedings of the 20th AGM is allowed.

NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the 20th AGM of the Company.

ENQUIRY

If you have any general enquiry prior to the 20th AGM, please contact the following officers during office hours (Monday to Friday):

For Registration, logging in and system related:

Mlabs Research Sdn. Bhd.
Name: Ms Jey / Ms Eris
Telephone No: +603 7688 1013
Email: vgm@mlabs.com

For Proxy matters:

Aldpro Corporate Services Sdn. Bhd.
Name: Ms Jennie / Mr. Simon
Telephone No: +603 9770 2200
Email: admin@aldpro.com.my

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.



To : Workshire Share Registration Sdn. Bhd.
A3-3-8, Solaris Dutamas
No. 1, Jalan Dutamas 1
50480 Kuala Lumpur
W.P. Kuala Lumpur

REQUEST FOR HARD COPY OF ANNUAL REPORT 2022

I/We wish to request for a hard copy of the Annual Report 2022 to be send to me/us at the following address

Name of Shareholder : _____

NRIC No. / Passport No. : _____

Address : _____

: _____

Contact Number : _____

Email : _____

Signature of Shareholder
Date: