

**ADMINISTRATIVE GUIDE FOR SHAREHOLDERS ATTENDING THE THIRTY-FIRST ANNUAL GENERAL MEETING (31<sup>ST</sup> AGM) OF SENI JAYA CORPORATION BERHAD (COMPANY)**

Day & Date	Time	Online Meeting Platform
Tuesday, 10 December 2024	10.00 a.m.	Fully virtual basis through live streaming and online remote voting by using Remote Participation and electronic Voting (“RPV”) facilities via <a href="http://www.swsb.com.my">www.swsb.com.my</a> hosted by ShareWorks Sdn. Bhd. in Malaysia (Domain registration number with MYNIC: D1A403841)

**Virtual Meeting**

The 31<sup>st</sup> AGM will be held via an a fully virtual basis through live streaming and online remote voting using the RPV Facility. No shareholders/proxies are allowed to be physically at the Meeting venue.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

All Shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the AGM will have to register to attend remotely by using the RPV Facility, the details of which is set out below.

**RPV Facility**

1. The AGM will be conducted on a fully virtual basis through live streaming and online remote voting. Should you wish to attend the AGM, you are required to register yourself using the RPV Facility in accordance with the instructions as set out under paragraph 3 below.

With the RPV Facility, you may exercise your rights as a Shareholder to participate including to pose questions (in the form of real-time submission of typed texts) to the Board of Directors the Company (Board) and vote remotely at the AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV Facility to participate and vote remotely at the AGM. Please refer to the details as set out under RPV Facility for information. If an Individual Shareholder is unable to participate in the online AGM, he/she is encouraged to appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

**Corporate Shareholders** (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the AGM using the RPV Platform. Corporate Members who wish to participate and vote remotely at the AGM must contact the poll administrator, ShareWorks Sdn. Bhd. (“ShareWorks”) with the details set out below for assistance and will be required to provide the following documents to the Company no later than **8 December 2024 at 10.00 a.m.**:

- a. Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- b. Copy of the Corporate Representative’s or proxy’s identity card (MyKad) (front and back)/ Passport; and
- c. Corporate Representative’s or proxy’s email address and mobile phone number.

## ADMINISTRATIVE GUIDE (CONTINUED)

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the AGM, the Corporate Member is encouraged to appoint the Chairperson of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

In respect of **Nominee Company Members**, the beneficiaries of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the AGM using RPV Facility. Nominee Company Members who wish to participate and vote remotely at the AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the AGM. Nominee Company must contact the poll administrator, ShareWorks with the details set out below for assistance and will be required to provide the following documents to the Company no later than **8 December 2024 at 10.00 a.m.**:

- a. Proxy Form under the seal of the Nominee Company;
- b. Copy of the proxy's identity card (MyKad) (front and back) / Passport; and
- c. Proxy's email address and mobile phone number.

If a Nominee Company Member is unable to attend the AGM, he/she is encouraged to request its Nominee Company to appoint the Chairperson of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

3. The procedures for the RPV in respect of the live streaming and remote voting at the AGM is as follows:

Procedures		Action
<b>Before the AGM</b>		
(i)	Register as a user	<ul style="list-style-type: none"> <li>• If you have already registered an account at the website, you are not required to register again.</li> <li>• Access website <a href="http://www.swsb.com.my">www.swsb.com.my</a></li> <li>• Click "<b>Login</b>" and click "<b>Register</b>" to sign up as a user. The registration will be open from <b>10.00am on 1 November 2024</b> and close at <b>10.00am on 9 December 2024</b>.</li> <li>• Complete the registration process and upload softcopy of MyKAD (front and back) or Passport for foreign shareholders.</li> <li>• Read and agree to the terms &amp; condition and thereafter submit your request.</li> <li>• Upon submission, kindly login to the valid email address and verify your user ID within <b>one (1) hour</b>.</li> <li>• Upon verification of the user ID, <b>ShareWorks</b> will send an email notification to approve you as a user.</li> <li>• After verification of your registration against the General Meeting Record of Depositors of the Company as at 3 December 2024, the system will send you an email to notify you if your registration is approved or rejected after <b>3 December 2024</b>.</li> <li>• If your registration is rejected, you can contact <b>ShareWorks</b> or the Company for clarifications or to appeal.</li> </ul>
<b>On the day of AGM</b>		
(ii)	Login to <a href="http://www.swsb.com.my">www.swsb.com.my</a>	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the AGM at any time from <b>9.30 a.m.</b> i.e. <b>30 minutes</b> before the commencement of the AGM on <b>10 December 2024 at 10.00 a.m.</b></li> </ul>

ADMINISTRATIVE GUIDE  
(CONTINUED)

Procedures		Action
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the <b>“Virtual Meeting”</b> from main menu.</li> <li>• Click the <b>“Join Meeting”</b> located next to the event. You are required to provide your full name as per CDS account and your user registered email address.</li> <li>• Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming.</li> <li>• If you have any question for the Chairperson/ Board, you may use the Q&amp;A platform to transmit your question. The Chairperson/Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended.</li> <li>• Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.</li> </ul>
(iv)	Online remote voting	<ul style="list-style-type: none"> <li>• Select <b>“Voting”</b> located next to the <b>“Join Meeting”</b> and indicate your votes for the resolutions that are tabled for voting.</li> <li>• Voting session will commence once the Chairperson of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the AGM.</li> <li>• Cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(v)	End of RPV Facility	<ul style="list-style-type: none"> <li>• The RPV Facility will end and the Messaging window will be disabled the moment the Chairperson of the Meeting announces the closure of the AGM.</li> </ul>

**Proxy**

If a member is unable to attend the AGM, he/she may appoint a proxy or the Chairperson of the meeting as his/ her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please note that if an individual member has submitted his/her Proxy Form prior to the AGM and subsequently decides to personally participate in the AGM via RPV Facility, the individual member shall deposit the notice of termination of proxy authority at the ShareWorks office or email at [ir@shareworks.com.my](mailto:ir@shareworks.com.my) no later than **9 December 2024 at 10.00 a.m.**

**Poll Voting**

The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed ShareWorks Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

The Scrutineers will verify and announce the poll results followed by the Chairperson’s declaration whether the resolution is duly passed.

## ADMINISTRATIVE GUIDE (CONTINUED)

### **No Recording or Photography**

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

### **No Door Gifts or e-Vouchers**

There will be **NO DISTRIBUTION** of door gifts or e-vouchers.

### **Digital Copies of AGM Documents**

We further inform that the following items are now available at the company website at [https://www.senijayacorp.com/pages/pages\\_id/32372/](https://www.senijayacorp.com/pages/pages_id/32372/) and Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com/>.

1. Annual Report 2024
2. Corporate Governance Report 2024
3. Notice of AGM & Proxy Form
4. Administrative Guide
5. Circular to Shareholders in relation to the Proposed New and Renewal of Shareholders' Mandate ("**Circular**")
6. Request form for a printed copy of the Annual Report 2024 and Circular

### **Enquiry**

If you have any enquiry prior to the virtual meeting, please contact Mr Chan Wai Kien and Mr. Kou Si Qiang during office hours from 9.00 a.m. to 5.00 p.m. on Mondays to Fridays:

#### **ShareWorks Sdn. Bhd.**

No. 2-1, Jalan Sri Hartamas 8  
Sri Hartamas  
50480 Kuala Lumpur  
Wilayah Persekutuan (KL)

Telephone Number : 03-6201 1120  
Email : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)

### **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD**

To administrate the proceedings of the AGM in orderly manner, shareholders may before the AGM, submit questions to [sharif@senijayacorp.com](mailto:sharif@senijayacorp.com) no later than **Tuesday, 3 December 2024 at 5.00 p.m.** The Board will endeavour to address the questions received at the AGM.