

**SAUDEE GROUP BERHAD**

(Company No. 200801036832 (838172-P))
(Incorporated in Malaysia)

**13th ANNUAL GENERAL MEETING
ADMINISTRATIVE GUIDE**

<u>Date</u>	<u>Time</u>	<u>Broadcast Venue</u>
30 December 2021	2.00 p.m.	Level 10, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan 13 th Annual General Meeting (“AGM”) is hosted virtually at https://rebrand.ly/SaudeeAGM operated by Mlabs Research Sdn Bhd

MODE OF MEETING

In light of the Covid-19 pandemic and as part of the safety measures, the AGM will be conducted on a fully virtual basis through live streaming from the Broadcast Venue.

Shareholders of the Company (“Shareholders”) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the AGM. Shareholders will have to register to attend the AGM remotely by using the Remote Participation and Voting (“RPV”) Facilities, the details as set out below:


RPV

1. The AGM will be conducted entirely through live streaming and online remote voting. Should you wish to attend the AGM, you will be required to do so by registering yourself using the RPV Platform in accordance with the instructions set out under Section 4 below.

With the RPV Platform, you may exercise your rights as a Shareholder to participate (including to pose questions to the Board of Directors (“Board”) and vote at the AGM.

2. If a shareholder is unable to attend the AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
3. For proxies or corporate representatives/authorised nominees/exempt authorised nominees who wishes to use the RPV Platform at the AGM, please ensure the duly executed proxy forms or the original certificate of appointment of its corporate representative are submitted to Boardroom.com Sdn Bhd at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor not later than 2.00 p.m. on 29 December 2021.
4. The procedures for the RPV in respect of the live streaming and remote voting at the AGM are as follows:



Procedures		Action
Before AGM		
1.	Register as participant in Virtual AGM 	<ul style="list-style-type: none"> Using your computer, access the registration website at https://rebrand.ly/SaudeeAGM Click on the Register link to register for AGM session. 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 AGM session. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
2.	Submit your online registration	<ul style="list-style-type: none"> Shareholders who wish to participate and vote remotely at the AGM via RPV Facilities are required to register prior to the meeting. The registration will be open from 9.00 a.m. on 1 December 2021 and the registration will close on 2.00 p.m. on 29 December 2021. Clicking on the link mentioned in item 1 will redirect you to the AGM event page. Click on the Register link for the online registration form. Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). Insert your CDS account number(s) and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declarations. 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. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors of the Company as at 23 December 2021, the system will send you an email to notify you if your registration is approved or rejected after 24 December 2021. If your registration is rejected, you can contact the Company's Poll Administrator or the Company for clarifications or to appeal.
On the day of AGM		
3.	Attending Virtual AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First is one day before the AGM day, while the 2nd will be sent 1 hour before the AGM session. Click Join Event in the reminder email to participate the RPV.
4.	Participate with live video	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. 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. The session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
5.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the Voting session and the duration allowed at the respective AGM. 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. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the AGM, the live session will end.



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13th ANNUAL GENERAL MEETING ADMINISTRATIVE GUIDE (CONT'D)

REVOCAION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally attend and participate in the AGM via RPV Platform, the Shareholder must contact Boardroom.com Sdn Bhd at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor to revoke the appointment of his/her proxy no later than 2.00 p.m. on 29 December 2021.

POLL VOTING

The voting at the AGM will be conducted by poll in accordance with Paragraph 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"). The Company has appointed Boardroom.com Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and BTS Solution Sdn Bhd as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed or otherwise.

The results of the voting for all resolutions will be announced at the AGM and on Bursa Securities website at www.bursamalaysia.com

NO RECORDING OR PHOTOGRAPHY

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

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be no distribution of breakfast / lunch packs, door gifts or food vouchers,

ENQUIRY

If you have any enquiry prior to the meeting, please contact the following officers during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

For registration, logging in
and system related matters:

For Proxy and other matters:

Mlabs Research Sdn. Bhd.

Name : Mr. Bryan/Mr. Hong/ Ms. Eris
Telephone : 03-7688 1013
Email : vgm@mlabs.com

Boardroom.com Sdn. Bhd.

Name : Ms Jennie / Mr. Rikki Tan
Telephone : 03-7890 0638
Email : admin.registrar@boardroom.com.my