

SEACERA

SEACERA GROUP BERHAD
Registration No. 198701005080 (163751-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 39TH ANNUAL GENERAL MEETING (“39TH AGM”)

Date : Thursday, 28 November 2024
Time : 2:30 p.m.
Broadcast Venue : Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

1. MODE OF MEETING

The 39th AGM will be conducted on a virtual basis using the Remote Participation and Voting (“RPV”) facilities operated by InsHub Sdn. Bhd. via <https://rebrand.ly/SeaceraAGM>.

The Broadcast Venue of the 39th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, whereby the main venue of the meeting shall be in Malaysia and the Chairman of the meeting shall be present at the main venue of the meeting. Shareholders/proxy(ies) from the public **WILL NOT BE ALLOWED** to attend the 39th AGM in person at the Broadcast Venue on the day of the meeting.

2. SHAREHOLDERS’ PARTICIPATION AT THE 39TH AGM VIA RPV FACILITIES

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 39th AGM using the RPV facilities via <https://rebrand.ly/SeaceraAGM>.


A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 39th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/SeaceraAGM>.

We **strongly encourage** you to participate in the 39th AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 39th AGM.

Kindly refer to the Procedures for RPV as set out below for the requirements and procedures.

3. PROCEDURES FOR RPV

Please read and follow the requirements and procedures below to engage in remote participation through live streaming and online remote voting at the 39th AGM using the RPV facilities:-

Procedure	Action
BEFORE THE 39TH AGM DAY	
(a) Register as participant for the 39 th AGM 	<ul style="list-style-type: none">Using your computer, access the registration website at https://rebrand.ly/SeaceraAGM.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 39th 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.

Procedure		Action
BEFORE THE 39th AGM DAY		
(b)	Submit your online registration	<ul style="list-style-type: none"> Members, who wish to participate and vote remotely at the 39th AGM via RPV Facilities, are required to register prior to the Meeting. The registration will open on Wednesday, 30 October 2024 at 5:00 p.m. until the day of the 39th AGM on Thursday, 28 November 2024. Clicking on the link mentioned in item 1 will redirect you to the 39th 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 Declaration. 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 with the General Meeting Record of Depositors of the Company as at 19 November 2024, the system will send you an email to notify you if your registration is approved or rejected after 20 November 2024. If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal.
ON THE DAY OF THE 39th AGM		
(a)	Attending 39 th AGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email will be sent one day before the date of the 39th AGM, while the second email will be sent 1 hour before the commencement of the 39th AGM session. Click Join Webinar in the reminder email to participate the RPV
(b)	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 in your questions. The Chairman/Board will try to respond to the relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The whole 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.

Procedure		Action
ON THE DAY OF THE 39TH AGM		
(c)	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 39th AGM. The list of resolutions for voting will appear at the right-hand side of your computer screen under the “Slido” panel. 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.
(d)	End of RPV Facility	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 39th AGM, the live streaming will end.

4. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 19 November 2024 shall be eligible to participate in the 39th AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the proxy forms and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 39th AGM shall be deposited by hand or post with the Company’s Share Registrar at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 26 November 2024 at 2:30 p.m.** The duly completed proxy form transmitted by facsimile or electronic mail will not be accepted.

All members are strongly encouraged to participate and vote remotely at the 39th AGM using the RPV facilities. The procedures and requisite documents to be submitted by the respective members to facilitate remote participation and voting are summarised below:-

(I) For Individual Members

If an individual member is unable to participate the 39th AGM, he/she is encouraged to appoint proxy(ies) or the Chairman 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.

(II) For Corporate Members

Corporate members [through the appointment of Corporate Representative(s) or proxy(ies)] who wish to participate and vote remotely at the 39th AGM is required to deposit the following documents to the Company’s Share Registrar at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan no later than **Tuesday, 26 November 2024 at 2:30 p.m.**:

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

If a corporate member [through the appointment of Corporate Representative(s) or proxy(ies)] is unable to participate the 39th AGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(III) For Institutional Members

The beneficiaries of the shares under a Nominee Company's CDS account ("Institutional member(s)") who wish to participate and vote remotely at the 39th AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 39th AGM. The Nominee Company is required to deposit the following documents to the Company's Share Registrar at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan no later than **Tuesday, 26 November 2024 at 2:30 p.m.**:

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

If an institutional member is unable to participate the 39th AGM, the institutional member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

5. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Proxy Form prior to the 39th AGM and subsequently decides to personally participate in the 39th AGM via RPV facilities, the Shareholder must contact the Company's Share Registrar to revoke the appointment of his/her proxy no later than **Tuesday, 26 November 2024 at 2:30 p.m.**

6. VOTING AT MEETING

The voting at the 39th AGM will be conducted on a poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Workshire Share Registration Sdn. Bhd. as the Poll Administrator to conduct the poll voting electronically and SharePolls Sdn. Bhd. as Independent 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 and submit your votes at any time from the commencement of the voting session announced by the Chairman of the Meeting. Kindly refer to the "**Procedures for RPV**" provided above for guidance on how to vote remotely via the RPV facilities. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution tabled for voting is duly passed or otherwise.

7. RESULTS OF THE VOTING

The resolutions proposed at the 39th AGM and the results of the voting for the same will be announced at the 39th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

8. NO RECORDING OR PHOTOGRAPHY

By participating at the 39th AGM, you agree that no part of the 39th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

9. NO DOOR GIFT/ FOOD PACKS/ ANY VOUCHER

There will be NO distribution of door gifts or food packs or any vouchers.

10. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):-

(i) **For Registration, logging in and system related:**

Inshub Sdn. Bhd.

Name : Ms. Eris/ Mr. Calvin
Contact No. : 03-7688 1013
Email : vgm@mlabs.com

(ii) **For Proxy Form and other matters:**

Workshire Share Registration Sdn. Bhd.

Name : Mr. Vemalan a/l Naraynan/ Mr. Tee Yee Loon
Contact No. : 03-6413 3271/ 012-595 5253
Email : infosr@wscs.com.my