

SUNWAY CONSTRUCTION

SUNWAY CONSTRUCTION GROUP BERHAD

Registration No.: 201401032422 (1108506-W)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR THE 11TH ANNUAL GENERAL MEETING

MEETING VENUE	DATE	TIME
Grand Congress, Level 12 Sunway Resort Hotel Persiaran Lagoon, Bandar Sunway 47500 Subang Jaya Selangor Darul Ehsan, Malaysia	Friday, 30 May 2025	3.00 p.m.

MEETING MODE

The 11th Annual General Meeting (“11th AGM” or the “Meeting”) of Sunway Construction Group Berhad (“SunCon” or the “Company”) will be held physically at the meeting venue as mentioned above.

ENTITLEMENT TO ATTEND AND VOTE AT THE MEETING

For determining a shareholder who shall be entitled to attend the Meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors (“General Meeting ROD”) as of **23 May 2025**. Only depositors whose name appears on the General Meeting ROD as of 23 May 2025 shall be entitled to attend, speak and vote at the Meeting or to appoint proxy(ies)/corporate representative(s) to attend and vote on his/her/their behalf.

REGISTRATION

1. Registration will commence at **1.00 p.m.** and **will close 20 minutes after commencement of the Meeting**, or such time as may be determined by the Chairman. You are requested to be punctual in order not to disrupt the proceeding of the Meeting. Latecomers may not be able to vote once the polling process starts.
2. Please produce your **ORIGINAL National Registration Identity Card (“NRIC”) or Passport (for foreign Shareholders)** during registration for verification purposes. **Photocopies of NRICs or Passports will not be accepted.**
3. Registration must be done in person. You are **not** allowed to register on behalf of another person, even with the original NRIC/Passport of that other person.

4. If you are attending the Meeting as a Shareholder and a proxy, you only need to register **ONCE** and will be given one (1) wristband to enter the meeting hall. Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
5. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement of the wristband if it is lost, misplaced or stolen. You are allowed to enter the meeting hall at 2.00 p.m..
6. A **unique QR code** will be generated for you to scan and access the e-polling system using your own smartphone or tablet. For shareholders/proxies without a device, e-polling kiosks will be provided by Boardroom at the meeting hall.

HELP DESK COUNTER

The registration counters will only handle verification of shareholdings and registrations. If you have other queries or need clarification relating to registration, please proceed to the Help Desk counter.

The Help Desk counter will also handle revocation of proxy appointments.

APPOINTMENT OF PROXY

If you are unable to attend the 11th AGM, you are encouraged to appoint proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions on the Proxy Form in accordance with the notes and instructions printed therein.

The appointment of proxy(ies) may be submitted in hard copy or by electronic means in the following manner and must be received by the Poll Administrator, Boardroom Share Registrars Sdn Bhd ("**Boardroom**") not less than twenty-four (24) hours before the time appointed for the taking of the poll of no later than Thursday, 29 May 2025 at 3.00 p.m.:

- (i) **In hardcopy form**
The proxy form shall be completed and deposited at the office of the Boardroom at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
- (ii) **By electronic means**
*The proxy form shall be completed and electronically lodged with Boardroom via Boardroom Smart Investor Portal ("**BSIP**") at <https://investor.boardroomlimited.com> ("**e-Proxy Lodgement**"). For further information on the e-Proxy Lodgement, please refer to the steps stated below to lodge electronic proxy via BSIP. Alternatively, the proxy form can be emailed to Boardroom at bsr.helpdesk@boardroomlimited.com.*

Step 1 – Register Online with BSIP (for first time registration only)

[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.]

- (a) Access the website <https://investor.boardroomlimited.com>
- (b) Click <<**Register**>> to sign up as a user.
- (c) Select "**Account Type**" to "**Sign Up As Shareholder**" or "**Sign Up As Corporate Holder**".
- (d) Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available) for Corporate Shareholder.
- (e) Please enter a valid email address and mobile number. Click "**Sign Up**".

- (f) You will receive an email from BSIP for email address verification. Click '**Verify Email Address**' in the email received to continue with the registration.
- (g) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click "**Enter**" to complete the process.
- (h) Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.
- (i) Once account registration is complete, you may login to BSIP at <https://investor.boardroomlimited.com> using the email address and password that you have provided during the registration to proceed with the next step.

Step 2 – Appointment of Proxy

For Individual/Corporate Shareholders

- (a) Log in to <https://investor.boardroomlimited.com>.
- (b) Click "**Meeting Event(s)**" and select from the list of companies – '**SUNWAY CONSTRUCTION GROUP BERHAD 11TH AGM**' and click '**Enter**'.
- (c) Click "**Submit eProxy Form**".
- (d) Enter your CDS account number and the number of shares held.
- (e) Select your proxy(ies) – either the Chairman of the Meeting or individual proxy(ies).
- (f) Read and accept the General Terms and Conditions by clicking "**Next**".
- (g) Enter the required particulars of your proxy(ies).
- (h) Indicate your voting instructions – "**FOR**" or "**AGAINST**" or "**ABSTAIN**". If you wish your proxy(ies) to act upon his/her discretion, please indicate "**DISCRETIONARY**".
- (i) Review and confirm your proxy(ies) appointment(s) and click "**Submit**".
- (j) Download or print the eProxy form as acknowledgement.
- (k) You will receive a notification from Boardroom that your request(s) has been received.

For Authorised Nominees and Exempt Authorised Nominees

- (a) Log in to <https://investor.boardroomlimited.com>.
- (b) Click "**Meeting Event(s)**" select from the list of companies – '**SUNWAY CONSTRUCTION GROUP BERHAD 11TH AGM**' and click '**Enter**'.
- (c) Click "**Submit eProxy Form**".
- (d) Select the Nominee(s) Company that you are representing.
- (e) Proceed to download the file format for "**Submission of Proxy Form**".
- (f) Prepare the file for the appointment of proxy(ies) by inserting the required data.
- (g) Proceed to upload the duly completed proxy(ies) appointment file.
- (h) Review and confirm your proxy(ies) appointment(s) and click "**Submit**".
- (i) Download or print the eProxy form as acknowledgement
- (j) You will receive a notification from Boardroom that your request(s) has been received.

*[Note: If you are the authorised representative(s) for more than one (1) authorised nominee/ exempt authorised nominee/corporate shareholder, please click the home button and select "**Edit Profile**" to add the company's name.]*

If you wish to attend the 11th AGM in person, please do not submit any proxy form. You will not be allowed to attend the 11th AGM together with a proxy appointed by you.

REVOCATION OF PROXY

If you have submitted your proxy form prior to the 11th AGM and subsequently decide to appoint another person or if you wish to participate at the Meeting yourself, you may revoke the appointment of proxy(ies) not less than twenty-four (24) hours before the Meeting.

Please find below the steps for the revocation of the eProxy Form or the hard copy Proxy Form:

ePROXY FORM	HARD COPY PROXY FORM
<ul style="list-style-type: none">• Click “Meeting Event” and enter “SUNWAY CONSTRUCTION GROUP BERHAD 11TH ANNUAL GENERAL MEETING”.• Go to “Submitted eProxy Form list” and click “View” for the eProxy Form.• Click “Cancel/Revoke” at the bottom of the eProxy Form.• Click “Proceed” to confirm.	<ul style="list-style-type: none">• Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy(ies)

Alternatively, you may proceed to the Help Desk counter on the day of the 11th AGM to revoke the appointment of proxy(ies). Upon revocation, the proxy(ies) previously appointed will no longer be permitted to attend the 11th AGM. In such a case, you are advised to inform your proxy(ies) accordingly.

MEETING

The Meeting will start promptly at 3.00 p.m.

Please ensure that all mobile devices i.e. phones and other sound emitting devices are put on silent mode during the 11th AGM to ensure smooth and uninterrupted proceedings of the Meeting.

POLL VOTING

The voting of the 11th 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 Boardroom as its Poll Administrator to conduct the polling process by way of electronic voting (“**e-Voting**”) and SKY Corporate Services Sdn Bhd as the independent scrutineer (“**Independent Scrutineer**”) to verify and validate the poll results.

You may proceed to vote on the resolutions using one (1) of the following methods:

- (i) Scanning the QR code given to you during the registration process using your own smartphone or tablet; or
- (ii) Using the e-polling kiosk provided by Boardroom at the meeting hall.

For the 11th AGM, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Independent Scrutineer will verify the poll result report upon closure of the poll session by the Chairman. Thereafter, the Chairman will announce and declare the results.

SUBMISSION OF QUESTIONS

You may submit questions related to the agenda items of the 11th AGM prior to the 11th AGM no later than 3.00 p.m. on 29 May 2025 via email to irsuncongroup@sunway.com.my or via BSIP at <https://investor.boardroomlimited.com>. Login to your BSIP account and click “**Meeting Event**” and go to “**SUNWAY CONSTRUCTION GROUP BERHAD 11TH ANNUAL GENERAL MEETING**” and click “**Enter**”. Thereafter, please select “**SUBMIT QUESTION**” to pose your questions. Alternatively, you may speak or raise questions during the meeting.

The Chairman/Board of Directors/Management will endeavor to respond to the questions submitted during the 11th AGM. All the answers to the questions raised will be published on SunCon’s website at www.sunwayconstruction.com.my/investor-relations/ under the section of “AGM”, within 30 business days from the 11th AGM.

REFRESHMENT

Food pack can be redeemed after registration at a designated counter, on a per pax basis. Only non-vegetarian food will be served.

Each shareholder and/or proxy attending the 11th AGM in person will be entitled to only one (1) food pack. Where a shareholder and/or proxy is also appointed as proxy for different shareholder(s) to attend the 11th AGM, he/she will only be entitled to one (1) food pack regardless of the number of shareholder(s) he/she is representing.

COMPLIMENTARY PARKING

Sunway City Kuala Lumpur uses a Smart Parking System which is a ticketless and cashless payment parking system.

Complimentary parking is available for vehicle parked at **Sunway Resort Hotel, Sunway Pyramid Mall, Sunway Pyramid Hotel or Sunway Lagoon Hotel** only.

If you wish to redeem the complimentary parking, please proceed to the Parking Redemption Counter to register your vehicle’s license plate number. Please note that the redemption is processed digitally, and no physical parking ticket will be issued. **Incomplete or incorrect license plate information may result in failure to exit the car park, in which case standard parking charges will apply.**

Please also note that **NO reimbursements** will be provided for parking at locations not listed above or for the use of valet parking services at Sunway City Kuala Lumpur.

INTEGRATED ANNUAL REPORT 2024 (“IAR 2024”)

SunCon’s IAR 2024 and the Circular to Shareholders dated 30 April 2025 in relation to the (1) Proposed Renewal of Existing Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and (2) Proposed Renewal of Share Buy-Back Authority are available on SunCon’s website at www.sunwayconstruction.com.my/investor-relations/ under ‘AGM’ section and Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com under Company Announcements of SunCon.

In line with our commitment to environmental sustainability, only a **limited number** of printed copies of the IAR 2024 and Circular will be made available at the 11th AGM venue, on a **first-come first-served basis**. You are encouraged to access the digital version online. Your support in reducing environmental impact is greatly appreciated.

If you wish to request for a printed copy, you may submit your request at our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services".

NO DOOR GIFTS/ VOUCHERS

NO door gifts/vouchers will be provided for attendance at this 11th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography of the proceedings of the 11th AGM of the Company **are strictly prohibited**.

PERSONAL BELONGS

Please take care of your personal belongs. The Company will not be held responsible for any item that has gone missing/been stolen.

PERSONAL DATA POLICY

By registering for the electronic voting and/or submitting the instrument(s) appointing proxy(ies) and/or representative(s) to attend, speak and vote at the 11th AGM, the Shareholder has consented to the use of such data for purposes of processing and administration by the Company (or its agents or service providers); and to comply with any laws, listing rules, regulations and/or guidelines. The Shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages due to the Shareholder's breach of warranty

ENQUIRY

If you have any enquiries relating to the Meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), except on public holidays. The contact details of Boardroom are provided below:

Address	11 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
General Line	603-7890 4700 (Helpdesk)
Fax Number	603-7890 4670
Email	bsr.helpdesk@boardroomlimited.com

LOCATION MAP TO MEETING VENUE

The location map to Sunway Resort Hotel is appended hereto and marked as "**Appendix A**".

SUNWAY CITY KUALA LUMPUR

