



**SARAWAK CABLE BERHAD**  
Registration No.: 199801000274 (456400-V)  
(Incorporated in Malaysia)

### **Administrative Notes for Twenty-Fourth (24<sup>th</sup>) Annual General Meeting ("AGM")**

Meeting Platform	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC-D6A357657)
Day & Date	: Friday, 23 December 2022
Time	: 9.00 a.m.
Broadcast Venue	: Online meeting platform at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> provided by Boardroom Share Registrars Sdn Bhd
Mode of Communication	: Fully Virtual

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#### **Mode of Meeting**

The Company will conduct its forthcoming Twenty-Fourth (24<sup>th</sup>) AGM entirely on a fully virtual basis through live streaming and online Remote Participation and Electronic Voting (“RPEV”) facilities.

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a virtual AGM, would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

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

As part of our commitment to reduce paper usage, the following documents are made available on our website, please view and download it for your own reference:-

1. Notice of Annual General Meeting, Administrative Notes and Proxy Form;
2. Annual Report 2022; and
3. Corporate Governance Report.

#### **Entitlement to Participate the AGM**

In respect of deposited securities, only members whose names appear on the Record of Depositors on **16 December 2022** (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate on his/her behalf.

#### **Form(s) of Proxy**

Shareholders are encouraged to go online, participate and vote at the AGM using remote participation and electronic voting facilities.

Shareholders who are unable to participate in our online AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form(s) of Proxy. Alternatively, you may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment.

Please take note that you must complete the Form(s) of Proxy for the AGM should you wish to appoint a proxy(ies).

Please ensure that the original Form(s) of Proxy is deposited at our Share Registrar's office not less than **forty-eight (48)** hours before the time appointed for holding the meeting at the following address:-

**Boardroom Share Registrars Sdn Bhd**

Ground Floor or 11<sup>th</sup> Floor,  
Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13,  
46200 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia

Alternatively, the Proxy Form can also be lodged electronically via "**Boardroom Smart Investor Portal**" ("**BSIP**") at <https://investor.boardroomlimited.com> not less than twenty-four (24) hours before the time appointed for holding the meeting. Kindly refer to the procedure for Electronic Lodgement of Form of Proxy below.

**Electronic Lodgement of Form of Proxy**

**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 on e-Proxy Lodgement)*

- (a) Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- (b) Go to BSIP website @ <https://investor.boardroomlimited.com>
- (c) Click **Register** to sign up for a BSIP account.
- (d) Complete registration with all required information. Upload and attached your MyKad front and back image. Click **Register**.
- (e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on **Verify E-mail Address** from the e-mail received to proceed with the registration.
- (f) Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **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.
- (g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (h) An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.

**Step 2 - eProxy Lodgement**

- (a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended.
- (b) Go to BSIP website @ <https://investor.boardroomlimited.com>
- (c) Login with your registered email address and password. **[Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item \*Step 1\* for guide.]**
- (d) Select and click on **Corporate Meeting**.
- (e) Go to "**SARAWAK CABLE BERHAD TWENTY-FOURTH ANNUAL GENERAL MEETING**" and click **Enter**.
- (f) Go to **PROXY** and click on **Submit eProxy Form**.
- (g) Read and agree to the Terms & Conditions.
- (h) Enter your CDS Account Number and insert the number of securities.

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| <ul style="list-style-type: none"> <li>(i) Appoint the Chairman of the meeting or your proxy(ies) and enter the required particulars for your proxy(ies);</li> <li>(j) Indicate your voting instructions - FOR or AGAINST, otherwise your proxy(ies) will decide your votes during meeting;</li> <li>(k) Review and confirm your proxy(ies) appointment.</li> <li>(l) Click submit; and</li> <li>(m) Download or print the e-Proxy Form acknowledgement.</li> </ul> |
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**REVOCAION OF PROXY**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

**Voting Procedure**

The Company has appointed Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) as Poll Administrator to conduct the poll by way of electronic voting. The Company will also be appointing scrutineers to verify the poll results.

During the AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

For the purposes of the Virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely.

The methods are as follows:-

- (i) Use the QR Scanner Code given in the email received after successful registration; OR
- (ii) Navigate to the website URL <https://meeting.boardroomlimited.my>.

The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. The Chairman will announce the results and declare whether the resolutions put to the vote were successfully carried or not.

**Remote Participation and Electronic Voting ("RPEV")**




Please note that the RPEV are available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

You will be able to view a live webcast of the AGM proceeding, ask questions and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facility:-

Procedure	Action
<b>Prior to AGM Date</b>	
1. Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.] (Request for RPV User ID and Password.)</i></p> <p>(a) Open an internet browser. Latest version of <b>Chrome, Firefox, Safari, Edge or Opera</b> is recommended.</p>

		<ul style="list-style-type: none"> <li>(b) Go to Boardroom Smart Investor Portal website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>(c) Click <b>Register</b> to sign up for a BSIP account.</li> <li>(d) Complete registration with all required information. Upload and attached your MyKad front and back image. Click <b>Register</b>.</li> <li>(e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on <b>Verify E-mail Address</b> from the e-mail received to proceed with the registration.</li> <li>(f) Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on <b>Request OTP Code</b> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <b>Enter</b> to complete the process.</li> <li>(g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.</li> <li>(h) An e-mail will be send to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the e-mail address and password filled up by you during registration to proceed.</li> </ul>
2.	Submit request for Remote Participation User ID and Password	<p><i>(Note: Registration for RPEV will open from 2 December 2022. <b>You are required to register to ascertain your eligibility to participate the AGM by using RPEV). Shareholders are encouraged to register at least 24 hours before the commencement of the meeting to avoid any delay in the registration.</b></i></p> <p><b><u>Individual Members</u></b></p> <ul style="list-style-type: none"> <li>(a) Open an internet browser. Latest version of <b>Chrome, Firefox, Safari, Edge or Opera</b> is recommended.</li> <li>(b) Go to Boardroom Smart Investor Portal website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>(c) Login with your registered email address and password. <b><i>[Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item Step 1 for guide.]</i></b></li> <li>(d) Select and click on <b>Corporate Meeting</b>.</li> <li>(e) Go to "<b>SARAWAK CABLE BERHAD TWENTY-FOURTH ANNUAL GENERAL MEETING</b>" and click <b>Enter</b>.</li> <li>(f) Go to <b>VIRTUAL</b> and click on <b>Register for RPEV</b>.</li> <li>(g) Read and agree to the Terms &amp; Conditions.</li> <li>(h) Enter your CDS Account Number and click <b>Submit</b> to complete your request.</li> <li>(i) You will receive a notification that your RPV registration has been received and is being verified;</li> <li>(j) Upon system verification against the AGM's Record of Depositors as at 16 December 2022, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation.</li> <li>(k) If approved, RPEV credential will be provided in your email;</li> <li>(l) Please note that one (1) user ID and password can only log on to one (1) device at a time.</li> <li>(m) If rejected, a rejection note will be provided in your email.</li> </ul> <p><b>Note: Closing for submission of request is at 9.00 a.m. of 22 December 2022 (24 hours before the AGM).</b></p>

		<p><b><u>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</u></b></p> <p>(a) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</p> <p>(b) Please provide a copy of corporate representative's or proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.</p> <p>(c) You will receive notification from Boardroom that your request has been received.</p> <p>(d) Upon system verification of your registration against the <b>General Meeting ROD as at 16 December 2022</b>, you will receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.</p> <p>(e) Please note that one (1) user ID and password can only log on to one (1) device at a time.</p> <p>(f) Please note that the closing date and time to submit your request is by <b>9.00 a.m. of 22 December 2022</b>.</p>
<b>On the day of the AGM</b>		
3.	Login to Meeting Platform	<p>(a) The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>(b) The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> <li>• Scan the QR Code provided in the user login guide;</li> <li>• Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> <p>(c) Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>
4.	Participate	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i></p> <p>(a) If you would like to view the live webcast, select the broadcast icon. </p> <p>(b) If you would like to ask a question during the AGM, select the messaging icon. </p> <p>(c) Type your message within the chat box and click the send button once completed.</p> <p>Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.</p>
5.	Voting	<p>(a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>(b) To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, simply select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press "Cancel".</p>

6.	End of Participation	(a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end. (b) You can now logout from the Meeting Platform.
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### **Submission of Questions**

We welcome questions and views from shareholders on the AGM resolutions. You can email your question(s) to [enquiries@sarawakcable.com](mailto:enquiries@sarawakcable.com) or submit through BSIP at <https://investor.boardroomlimited.com> prior to the meeting by 9.00 a.m. of 22 December 2022 (24 hours before the AGM) and we will endeavour to provide responses to the queries during the AGM session. However, if not all answers could be provided during the meeting, the responses will be provided in the Company's website.

### **Enquiry**

Should you require any assistance on the RPEV facility, kindly contact Boardroom Share Registrars Sdn Bhd during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except on public holidays, details as follows:-

#### **Boardroom Share Registrars Sdn Bhd**

Address : 11<sup>th</sup> Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
General Line : +603 7890 4700  
Fax Number : +603 7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### **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.