



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

ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING (“EGM” OR “MEETING”)

Day and Date of meeting	: Friday, 23 June 2023
Time	: 10.00 a.m.
Venue	: Online Meeting Platform: https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC–D6A357657) provided by Boardroom Share Registrars Sdn Bhd (“ Boardroom ”)

Pursuant to the revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers dated 7 April 2022 issued by the Securities Commission of Malaysia, all meeting participants of a fully virtual meeting including the Chairman of the meeting, members of the Board, senior management and shareholders are to participate in the meeting online, and an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

We strongly encourage you to participate in the fully virtual EGM via the Remote Participation and Electronic Voting (“**RPEV**”) facilities provided to exercise your right as a member of the Company (including posing questions to the Company) and vote at the EGM. If you are unable to participate, you are strongly encouraged to appoint the Chairman of the meeting as your proxy to vote on your behalf at the EGM.

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

1. ENTITLEMENT TO PARTICIPATE AND VOTE

- 1.1 Only a depositor whose name appears on the Record of Depositors of Sarawak Cable Berhad **as at 16 June 2023** shall be entitled to attend the EGM via RPEV facilities or appoint a proxy(ies) to participate and vote on his/her behalf by returning the Form of Proxy. A proxy must be 18 years and above and need not be a member of the Company.
- 1.2 If you are unable to attend the EGM, you may also appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form.

2. LODGEMENT OF FORM OF PROXY

- 2.1 If you are unable to attend the EGM and wish to appoint a proxy to vote on your behalf, please deposit your Form of Proxy at the office of the Company's Share Registrar, **Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Wednesday, 21 June 2023 at 10.00 a.m. Any alteration to the Form of Proxy must be initialled.

- 2.2 Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Wednesday, 21 June 2023 at 10.00 a.m. in accordance with the steps below.

**Step 1: Register Online with Boardroom Smart Investor Portal (“BSIP”)
(for first time registration only)**

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge, or Opera** is recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>.
- c. Click **<<Register>>** to sign up for a BSIP account.
- d. Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”.
- e. Complete registration with all required information. Upload and attached your MyKAD front and back image. For Corporate Holder, kindly upload the authorisation letter as well. Click **<<Sign Up>>**.
- f. 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.
- g. 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.
- h. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- i. An e-mail will be sent to you to inform the approval of your BSIP account within one 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

Individual/ Corporate Members

- a. Go to BSIP website at <https://investor.boardroomlimited.com>.
- b. 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.)
- c. Select and click on **<< Meeting Event>>**.
- d. Go to **SARAWAK CABLE BERHAD EXTRAORDINARY GENERAL MEETING** and click **<<Enter>>**.
- e. click on **<<Submit eProxy Form >>**.
- f. Select the company you would like to be represented if more than one (**for Corporate Holder**).
- g. Enter your CDS Account Number and insert the number of securities.

- h. Select your proxy – either the Chairman of the meeting or individual named proxy(ies)
- i. Read and accept the General Terms and Conditions by clicking “**Next**”.
- j. Enter the required particulars of your proxy(ies).
- k. Indicate your voting instructions – **FOR** or **AGAINST**, otherwise your proxy(ies) will decide your votes during the meeting.
- l. Click <<**Apply**>>; and
- m. Download or print the eForm of Proxy acknowledgment.

Authorised Nominee and Exempt Authorised Nominee

- a. Go to BSIP website at <https://investor.boardroomlimited.com>.
- b. 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.)
- c. Select and click on << **Meeting Event**>>.
- d. Go to **SARAWAK CABLE BERHAD EXTRAORDINARY GENERAL MEETING** and click <<**Enter**>>.
- e. Click on <<**Submit eProxy Form** >>.
- f. Select the company you would like to represented (if more than one).
- g. Proceed to download the file format for “Submission of Proxy Form” from BSIP.
- h. Prepare the file for the appointment of proxies by inserting the required data.
- c. Proceed to upload the duly completed proxy appointment file.
- d. Review and confirm your proxy appointment and click “Submit”.
- e. Download or print the eProxy form as acknowledgement.




Note: Closing for Form of Proxy submission is at Wednesday, 21 June 2023 at 10.00 a.m (48 hours before the EGM)

- 2.3 If you wish to participate in the EGM yourself, please do not submit any Form of Proxy for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.
- 2.4 If you have submitted your Form of Proxy prior to the EGM and subsequently decide to appoint another person or wish to participate in the EGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the EGM. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.
3. **RPEV**
- 3.1 Please note that the RPEV facilities are available to (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.

- 3.2 With these RPEV facilities, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
- 3.3 Kindly follow the steps below to request for your login ID and password and usage of the RPEV facility:-

Procedure	Action
Before the day of the EGM	
<p>1. Register Online with Boardroom Smart Investor Portal (for first time registration only)</p>	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <p>(a) Go to BSIP website at https://investor.boardroomlimited.com.</p> <p>(b) Click <<Register>> to sign up for a BSIP account.</p> <p>(c) <i>Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”.</i></p> <p>(d) Complete registration with all required information. Upload and attached your MyKad front and back image. For Corporate Holder, kindly upload the authorisation letter as well. Click <<Sign Up>> .</p> <p>(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.</p> <p>(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.</p> <p>(g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.</p> <p>(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.</p>
<p>2. Submit request for remote participation User ID and Password</p>	<p>Registration for remote access will be opened on 28 April 2023. Please note that the closing time to submit your request is on Wednesday, 21 June 2023 at 10.00 a.m. (48 hours before the commencement of the EGM).</p> <p><u>Individual/ Corporate Members</u></p> <p>(a) Go to Boardroom Smart Investor Portal website at https://investor.boardroomlimited.com</p> <p>(b) 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.]</p>

Procedure	Action
	<p>(c) Select and click on << Meeting Event>>.</p> <p>(d) Select SARAWAK CABLE BERHAD EXTRAORDINARY GENERAL MEETING and click <<Enter>>.</p> <p>(e) Go to <<VIRTUAL>> and click on <<Register>> for RPEV.</p> <p>(f) Read and accept to the <<Terms & Conditions>>.</p> <p>(g) Enter your CDS Account Number and click <<Submit>> to complete your request.</p> <p>(h) You will receive a notification that your RPEV registration has been received and is being verified.</p> <p>(i) Upon system verification against the EGM's Record of Depositors as at 16 June 2023, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation.</p> <p>(j) If approved, RPEV credential will be provided in your email.</p> <p>(k) Please note that one (1) user ID and password can only log on to one (1) device at a time.</p> <p>(l) If rejected, a rejection note will be provided in your email.</p> <p><u>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</u></p> <p>(a) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.</p> <p>(b) Please provide a copy of the 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 EGM's Record of Depositors as at 16 June 2023, 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 Wednesday, 21 June 2023 at 10.00 a.m.</p>

Procedure		Action
On the day of the EGM		
3.	Login to Meeting Platform	<p>(a) The Meeting Platform will be opened for login one (1) hour before the commencement of the EGM.</p> <p>(b) The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> ➤ Scan the QR Code provided in the user login guide. ➤ Navigate to the website at https://meeting.boardroomlimited.my. <p>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 EGM, select the messaging icon .</p> <p>(c) Type your message within the chat box and click the <<Send>> button once completed.</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, 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, re-select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press <<Cancel>>.</p>
6.	End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end.</p> <p>(b) You can now log out from the Meeting Platform.</p>

3.4 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting ("**e-Voting**") and SKY Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

3.5 During the EGM, the Chairman will invite the Poll Administrator to brief on the e-Voting 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.

3.6 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

- 3.7 The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

4. **Submission of Questions**

- 4.1 Shareholders may submit questions in advance on the EGM resolution commencing from Friday, 28 April 2023 at 10.00 a.m. and in any event no later than Wednesday, 21 June 2023 at 10.00 a.m. via <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 in Section 2.2 above. Select "Submit Question" to pose questions ("**Pre-EGM Questions**").
- 4.2 Thereafter, during the EGM, shareholders may also submit questions via the messaging box via online meeting platform at <https://meeting.boardroomlimited.my> starting at 9.00 a.m. This meeting platform will remain open throughout the virtual EGM session.
- 4.3 The Board will endeavour to respond to the Pre-EGM Questions and questions submitted on the day of the EGM and throughout the meeting. However, not all questions will be answered during the meeting. Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.

5. **VOUCHERS AND DOOR GIFTS**

There will be **NO DISTRIBUTION** of vouchers or door gifts for shareholders/proxies who participate at this virtual EGM.

6. **RECORDING OR PHOTOGRAPHY**

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

7. **ENQUIRIES**

If you have any enquiries prior to the EGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th 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