

ADMINISTRATIVE GUIDE FORTY-FOURTH ANNUAL GENERAL MEETING (“44th AGM”)

Day & Date : Thursday, 2 June 2022

Time : 10:00 am

Meeting Venue : Dewan Bungaraya, Level 2, WP Hotel, 362, Jalan Tuanku Abdul Rahman, 50100 Kuala Lumpur

The Company places paramount importance on the well-being and safety of all stakeholders including shareholders, proxies, Directors, staff and other attendees, and the following precautionary measure will be taken for the conduct of the 44th AGM:-

a. Shareholders are strongly encouraged to appoint the Chairman of the 44th AGM as their proxy to attend and vote at the 44th AGM on their behalf by submitting the proxy form with pre-casted voting instruction.

b. Pre-Registration of Attendance

If a shareholder intends to attend the meeting in person or appoint proxy(ies) to attend the meeting, besides submitting the proxy form, a Pre-Registration Form must be completed and submitted to the Company via email to info@sshb.com.my or by post to Suite 18.05, MWE Plaza, No. 8, Lebuhr Farquhar, 10200 George Town, Pulau Pinang no later than 31 May 2022 for verification.

Upon verification of registration against the Record of Depositors as at 26 May 2022, an email on the approval or rejection of the registration to attend physically at the Meeting Venue, will be sent to the shareholder/proxy on 1 June 2022.

c. Conduct of AGM

For safety purposes, the Company reserves the right to carry out the acts as may deemed necessary for the safety of our stakeholders including:-

- i. To limit the number of physical attendees to be accommodated at the venue;
- ii. To only allow the entry of attendees who are of “Low Risk” status;
- iii. To refuse the entry of an attendee with COVID-19 symptoms (which include fever, cough, breathlessness), body temperature reading of 37.5°C or more, and/or displaying symptoms of being unwell;
- iv. Require all attendees to register their attendance vide the “MySejahtera App” or manually registered at the Health Screening Counter in addition to the meeting registration conducted by the Company’s polling agent; and
- v. Require all the attendees to wear a face mask throughout the AGM.

Only attendees who are fully vaccinated (as defined in the SOP of Pelan Pemulihan Negara published on the website of Majlis Keselamatan Negara) and have not been tested positive for Covid-19 for 10 days prior are allowed to attend the 44th AGM.

d. Social distancing throughout the 44th AGM must be strictly adhered to. On the seating arrangement and number of individuals allowed to be present at the AGM venue, we will be guided by the guidelines issued by the Government from time to time.

e. No door gift will be provided to the attendees.

We seek the understanding and cooperation of shareholders/proxies to minimise the risk of spread of COVID-19 for the interest of public health.

Enquiries

If you have any enquiry prior to the meeting, you may contact our Share Registrar at 604 263 1966 during office hours on Monday to Friday from 9.00 a.m. to 12.30 p.m. and from 1.30 p.m. to 5.30 p.m. excluding public holiday.

Personal Data Privacy

By submitting a Pre-Registration Meeting Form or an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the forthcoming 44th AGM of the Company and/or any adjournment thereof, a shareholder of the Company:

- (i) consents to the collection, use and disclosure of the shareholder's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");
- (ii) warrants that where the shareholder discloses the personal data of the shareholder's proxy(ies) and/or representative(s) to the Company (or its agents), the shareholder has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and

agrees that the shareholder will indemnify the Company in respect of any penalties, claims, demands, losses and damages as a result of the shareholder's breach of warranty.