



SYF RESOURCES BERHAD

[Registration No. 199501035170 (364372-H)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

EXTRAORDINARY GENERAL MEETING OF SYF RESOURCES BERHAD

Date : Tuesday, 14 July 2020
Time : 10:00 a.m.
Broadcast Venue : Meeting Room, No. 1, Block C, Jalan Indah 2/6,
Taman Indah, Batu 11, 43200 Cheras, Selangor.

MODE OF MEETING

As part of the safety measures to contain the spread of COVID-19, the Extraordinary General Meeting ("EGM") of SYF Resources Berhad ("SYF" or the "Company") will be conducted on a fully virtual basis through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and revised on 18 June 2020.

We strongly encourage you to use the Remote Participation and Voting ("RPV") facilities to participate in the EGM as a way for us to jointly share the responsibility to minimise the risk of Covid-19 infections. Hence, **no Shareholder/Proxy** from the public will be allowed to be physically present at the Broadcast Venue on the day of the EGM.

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE EGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services". Refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none">Registration is open from 10.00 a.m. of Monday, 29 June 2020 up to 10.00 a.m. of Sunday, 12 July 2020.Login with your user ID and password and select the corporate event: "(REGISTRATION) SYF EGM".Read and agree to the Terms & Conditions and confirm the Declaration.Select "Register for Remote Participation and Voting".Review your registration and proceed to register.System will send an e-mail to notify that your registration for remote participation is received and will be verified.After verification of your registration against the General Meeting Record of Depositors as at 7 July 2020, the system will send you an e-mail to approve or reject your registration for remote participation.

	Procedure	Action
ON THE DAY OF THE EGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the EGM on Tuesday, 14 July 2020 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SYF EGM” to engage in the proceedings of the EGM remotely. If you have any question for the Chairman/Directors, you may use the query box to transmit your question. The Chairman/Directors will endeavor to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Tuesday, 14 July 2020 until a time when the Chairman announces the completion of the voting session of the EGM. Select the corporate event: “(REMOTE VOTING) SYF EGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolution that is tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

Notes to users of the RPV Facilities:

- Should your application to join the meeting be approved, we will make available to you the right to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the EGM of the Company will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issue with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Investor & Issuing House Services Sdn Bhd’s helpline at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

GENERAL MEETING RECORD OF DEPOSITORS

- For the purpose of determining a member who shall be entitled to attend the EGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 69 of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 7 July 2020. Only a depositor whose name appears on the Record of Depositors as at 7 July 2020 shall be entitled to attend the said meeting remotely or appoint proxies to attend and vote on his/her behalf.

PROXY

- Since the EGM will be conducted via a virtual meeting, a Shareholder can appoint the Chairman of the meeting as proxy to vote on your behalf at the EGM by completing and indicating the voting instruction in the Proxy Form which is available at www.syf.com.my.
- You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than 48 hours before the time for holding the EGM or at any adjournment thereof. You may also have the option to submit the proxy appointment electronically via TIIH Online at website <https://tiih.online> before the Proxy Form submission cut-off time as mentioned above.

ELECTRONIC LODGEMENT OF PROXY FORM

- The procedures to lodge your Proxy Form electronically via Tricor Investor & Issuing House Services Sdn Bhd's **TIIH Online** website are summarised below:

	Procedure	Action
ON THE DAY OF THE EGM		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none">Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">After the release of the Notice of the EGM by the Company, login with your user name (i.e. email address) and password.Select the corporate event: "Submission of Proxy Form".Read and agree to the Terms & Conditions and confirm the DeclarationInsert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy(s) appointment.Print Proxy Form for your record.

POLL VOTING

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the resolution set out in the Notice of the EGM of the Company shall be put to vote by way of a poll. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Asia Securities Sdn Bhd as Independent Scrutineers to verify the poll results.
- Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolution at any time from the commencement of the EGM but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.
- Upon completion of the voting session for the EGM, the Independent Scrutineers will verify the poll results followed by the Chairman's declaration on whether the resolution is duly passed.

RESULTS OF THE VOTING

- The results of the voting for all resolutions will be announced at the EGM and on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com

PRE-MEETING SUBMISSION OF QUESTION TO THE DIRECTORS

Shareholders/proxies may submit questions for the Directors in advance of the EGM of the Company via TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 12 July 2020 at 10.00 a.m.** The Directors will endeavor to answer the questions received at the EGM of the Company.

NO BREAKFAST/LUNCH PACK & DOOR GIFT

- There will be **NO DISTRIBUTION** of food packs or door gifts during the EGM as the meeting will be conducted on a fully virtual basis.

RECORDING OR PHOTOGRAPHY

- Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

ENQUIRY

- If you have any enquiry prior to the virtual meeting, please contact our Share Registrar during office hours:

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons : Sazali Husin

+603-2783 9280 (sazali@my.tricorglobal.com)

Amier Arief Hamdan

+603-2783 9250 (Amier.Arief@my.tricorglobal.com)