



SYF RESOURCES BHD Registration No.: 199501035170 (364372-H)

ADMINISTRATIVE DETAILS FOR SHAREHOLDERS PARTICIPATING THE EXTRAORDINARY GENERAL MEETING OF SYF RESOURCES BERHAD (“EGM”)

Date	:	Thursday, 19 January 2023
Time	:	10:00 am or any adjournment thereof
Broadcast Venue	:	Meeting Room, No. 1, Block C, Jalan Indah 2/6, Taman Indah, Batu 11, 43200 Cheras, Selangor Darul Ehsan, Malaysia
Meeting Platform	:	www.propollsolutions.com.my

VIRTUAL MEETING

The EGM of SYF will be conducted as a fully virtual meeting through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) Facility.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the EGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS from the public shall be physically present nor admitted at the Broadcast Venue on the day of the EGM.

RPV FACILITY

Shareholders are to participate, speak (in the form of real-time submission of typed texts) and vote remotely (collectively, “**participate**”) at the EGM using the RPV Facility provided by Propoll Solutions Sdn Bhd, the poll facilitator of the EGM, via its website at www.propollsolutions.com.my (“Propoll Portal”).

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the EGM. Shareholders may also submit questions to the Board of Directors (“**Board**”) prior to the EGM by emailing to leeoonkar@syf.com.my no later than 10:00 am on 17 January 2023 or via the Q&A platform in the Propoll Portal from 12:00 pm on 31 December 2022 up to 9:30 am on 19 January 2023. If there is time constraint in answering the questions during the EGM, the answers will be published in SYF’s corporate website at www.syf.com.my under Investor Relations’ page, after the EGM.

If you wish to submit your questions through the Q&A platform via the Propoll Portal, you must first register as a user at the Propoll Portal. Thereafter, you may select “My Virtual Meeting” under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITY

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

Procedures	Action
Before the day of the EGM	
(i) Register as a User	<ul style="list-style-type: none">• Access the Propoll Portal at www.propollsolutions.com.my• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.• Read and agree to the terms & conditions and thereafter, submit your registration.• Please enter a valid email address in order for you to receive the verification email from the Propoll Portal.• Your registration will be verified and approved by the Propoll Portal. Once approved, an email notification will be sent to you.• If you are already a user with the Propoll Portal, you are not required to register again.
(ii) Submit your Question	<ul style="list-style-type: none">• You may pre-submit your questions:<ul style="list-style-type: none">(i) using the Propoll Portal from 12:00 pm on 11 January 2023 up to 9:30 am on 19 January 2023; or(ii) to the Board prior to the EGM by emailing to leoonkar@syf.com.my no later than 10:00 am on 19 January 2023.
On the day of the EGM	
(iii) Login to Propoll Portal at www.propollsolutions.com.my	<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 am, i.e. 30 minutes before the commencement of the EGM.• If you have forgotten your password, you can reset it by clicking on “Forgot Password”.
(iv) Participate through Live Streaming	<ul style="list-style-type: none">• Select <<Virtual Meeting>> under Main Menu.• Click <<Join Meeting>> located next to the event.• Please click on the video link and key in the password provided to you in the email notification from the Propoll Portal in order to join the live streaming of the EGM.• If you have any question(s) during the EGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the EGM (“Chairman”) / Board / Management will try to respond to all relevant questions submitted during the EGM. If there is time constraint in answering the questions during the EGM, the responses will be published at SYF’s website at the earliest possible time after the end of the EGM.• If you are using a smartphone to participate in the EGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the EGM.• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.

- (v) Online Remote Voting
 - Please select the <<Voting>> option located next to <<Join Meeting>> to indicate your votes for the resolutions that are tabled for voting.
 - Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.
 - Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
- (vi) End of the RPV Facility
 - The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the EGM.

Notes to users of the RPV Facility:

- (a) *Should your registration to join the EGM be approved, we will make available to you the rights to join the live streamed EGM and to vote remotely using the RPV Facility. Your login to the Propoll Portal on the day of the EGM will indicate your presence at the EGM.*
- (b) *If you encounter any issue with your online registration at the Propoll Portal, please call +6016-439 7718/+6010-526 5490 or e-mail to propollsolution@gmail.com for assistance.*

PROXY

1. The EGM will be conducted on a fully virtual basis. If you are unable to participate the EGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
2. If you wish to appoint proxy(ies) to participate in the EGM using the RPV Facility, please submit your Proxy Form, either by hand or by post to the following address, not less than 48 hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid:

Tricor Investor & Issuing House Services Sdn Bhd

Unit 32-01, Level 32, Tower A
Vertical Business Suite, Avenue 3
Bangsar South, No. 8, Jalan Kerinchi
59200 Kuala Lumpur

3. You can 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 in the above. For further information on the electronic submission of proxy form, kindly refer to the Annexure to Proxy Form.
4. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to **Tricor Investor & Issuing House Services Sdn Bhd** not less than 48 hours before the time appointed for holding the EGM or any adjournment thereof, in order to participate in the EGM via the RPV Facility.
5. Attorneys appointed by power of attorney are to deposit their power of attorney to **Tricor Investor & Issuing House Services Sdn Bhd** not less than 48 hours before the time appointed for holding the EGM or any adjournment thereof, in order to participate in the EGM via the RPV Facility.
6. Shareholders who has appointed a proxy or attorney or authorised representative to participate at the EGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Propoll Portal prior to the EGM.

POLL VOTING

1. The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. SYF has appointed Propoll Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPV Facility and Symphony Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the EGM by yourself, please write in to **Tricor Investor & Issuing House Services Sdn Bhd** to revoke the earlier appointed proxy 48 hours before the time appointed for holding the EGM.

RECORDING

Unauthorised recording of the proceedings of the EGM is strictly prohibited.

RECORD OF DEPOSITORS (“ROD”) FOR THE EGM

Only shareholders whose names appear on the ROD as at 11 January 2023 shall be entitled to participate or appoint proxy(ies) to participate at the EGM via the RPV Facility.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the EGM.

ENQUIRIES

If you have any enquiry relating to the EGM, please contact any of the following persons during office hours from 9:00 am to 6:00 pm on Mondays to Fridays:

- (a) Mr Eric Tan (Tel: +6016-439 7718/+6010-526 5490 or E-mail: propollsolution@gmail.com)

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with Propoll Portal for appointing a proxy(ies) and/or representative(s) to participate and vote remotely at the EGM using the RPV Facility, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.