



SEDANIA INNOVATOR BERHAD
 Registration No.: 201301044527 (1074350-A)
 (Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EIGHTH ANNUAL GENERAL MEETING (“8TH AGM”)

Meeting	8th AGM of Sedania Innovator Berhad (“SEDANIA” or “the Company”)
Day & Date	Monday, 30 May 2022
Time	11:30 a.m.
Meeting Venue	Dewan Presiden, Kelab Golf Negara Subang, Jalan SS7/2, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan

Coronavirus Disease (“COVID-19”) - Public Health Precautionary Measures

In view of the COVID-19 pandemic, safety remains our utmost priority. The Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of all participants during the 8th AGM:-

(A) Pre-Registration for Attendees

In order to assist the Company in managing the turnout for the 8th AGM, members/ proxies/ corporate representatives who wish to attend the 8th AGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Share Registrar”, “Tricor”, or “TIIH”), via the **TIIH Online** website at <https://tiih.online> no later than **Saturday, 28 May 2022 at 11:30 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this 8th AGM.

(1) Who should Pre-Register for attendance?

Individual Members	<ul style="list-style-type: none"> All Members who intend to attend the 8th AGM in person ARE REQUIRED TO PRE-REGISTER with Tricor via TIIH Online website (https://tiih.online) latest by Saturday, 28 May 2022 at 11:30 a.m. Kindly refer to the pre-register procedures below. Members who are unable to attend the 8th AGM and yet wished to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on their behalf by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
Appointed Proxies	<ul style="list-style-type: none"> Individual member who has appointed a proxy to attend and vote at the 8th AGM must request his/ her proxy(ies) to submit their pre-register at TIIH Online website at https://tiih.online.
Corporate Members	<ul style="list-style-type: none"> Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 8th AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than Saturday, 28 May 2022 at 11:30 a.m. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than Saturday, 28 May 2022 at 11:30 a.m. to attend and vote at the 8th AGM.

	<ul style="list-style-type: none"> If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 8th AGM, you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
Attorneys/ Corporate Representatives	<ul style="list-style-type: none"> A corporate member who has appointed an attorney/ corporate representative to attend and vote at the 8th AGM must request the attorney/ corporate representative to submit their Pre-Register at TIIH Online website at https://tiih.online.
Invitees	<ul style="list-style-type: none"> Essential parties such as External Auditors; Sponsor; Relevant Management Personnel of SEDANIA and etc. who are required to attend the 8th AGM are to submit their RSVP by email to info@sedaniainnovator.com.

(2) Pre-Registration Pre-Register Procedures

Members/ appointed proxies/ corporate representatives/ attorneys who wish to attend and vote at the 8th AGM are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE 8TH AGM 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”, select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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 pre-register is available for registration at TIIH Online.
(b)	Pre-Register your attendance to attend 8th AGM	<ul style="list-style-type: none"> Registration is open from 11:30 a.m. on Friday, 29 April 2022 up to 11:30 a.m. on Saturday, 28 May 2022. Login with your user ID and password and select the corporate event: “(REGISTRATION) SEDANIA 8TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert the CDS account number and indicate the number of shares. Submit to register your physical attendance. System will send an e-mail to notify that your registration to attend the 8th AGM physically is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 18 May 2022, the system will send you an e-mail to notify if your registration is approved or rejected. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the 8th AGM of the Company, to minimise any risk to shareholders and others attending the 8th AGM.

The Company would like to thank all participants for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the COVID-19 pandemic. The Company may make necessary changes to the arrangements of the 8th AGM at short notice.

Do refer the Company's website at <https://www.sedaniainnovator.com/> and Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com for the latest updates on the status of the 8th AGM from time to time.

(B) Appointment of Proxy(ies)

- If you are unable to attend the meeting on 30 May 2022, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- A member may obtain the proxy form for the 8th AGM from the Annual Report 2021 (hard copy or electronic copy) released to Bursa Malaysia Securities Berhad. The appointment of proxy(ies) may now be made via a hard copy form or in electronic form:-

(i) Hard copy form

In the case of appointment made via hard copy form, the instrument appointing a proxy and the power of attorney or other authority (if any), under which it is signed or notorially certified copy of such power or authority, shall be deposited at the Share Registrar's Office at 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, Wilayah Persekutuan or alternatively, at the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan not less than forty-eight (48) hours before the time appointed for holding the meeting or any adjournment thereof **i.e. no later than Saturday, 28 May 2022 at 11:30 a.m.**

(ii) Electronic form

In the case of appointment made in electronic form, the transmission/ lodgement of proxy form should be made no less than forty-eight (48) hours before the time appointed for holding the meeting or any adjournment thereof **i.e. no later than Saturday, 28 May 2022 at 11:30 a.m.:-**

(A) Vide Facsimile (**Fax Number: +603-2783 9222**); or

(B) Vide Email (**is.enquiry@my.tricorglobal.com**); or

For option **(A)** and **(B)**, the company may request any member to deposit original executed Proxy Form to the Company's Share Registrar before or on the day of meeting for verification purpose, **otherwise the said Faxed/ Emailed Proxy Form shall not be treated as valid.**

(C) Vide Tricor Online System (TIIH Online)

A member may register as a user with TIIH Online, whereby the Proxy Form for the 8th AGM may be electronically lodged via TIIH Online (applicable for individual shareholder only). The website to access TIIH Online is <https://tiih.online>.

(C) Electronic Lodgement of Proxy Forms

The procedures to lodge your Proxy Form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
i. Steps for Individual Members		
(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". Select the "Sign Up" button and followed by "Create Account by individual Holder". 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 Meeting by the Company, login with your user name (i.e. email address) and password.Select the corporate event: "SEDANIA 8TH AGM – Submission of Proxy Form".Read and agree to the Terms & Conditions and confirm the Declaration.Insert 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.
ii. Steps for Corporation or Institutional Members		
(c)	Register as a User with TIIH Online website	<ul style="list-style-type: none">Access TIIH Online website at https://tiih.online.Under e-Services, the authorised or nominated representative of the corporation or institutional member selects "Create Account by Representative of Corporate Holder".Complete the registration form and upload the required documents.Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days.Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>

(d)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online website at https://tiih.online. • Select the corporate exercise name: “SEDANIA 8TH AGM – Submission of Proxy Form”. • Agree to the Terms & Conditions and Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online website, select corporate exercise name: “SEDANIA 8TH AGM – Submission of Proxy Form”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.
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(D) MySejahtera application, Temperature Checks and Face Mask

- (i) **Only fully vaccinated Attendees** (referring, in a collective sense, to members / proxies / corporate representatives / attorneys / management personnel / invited guests) **ARE ALLOWED** to attend the AGM.
- (ii) The Attendees are required to show their fully vaccinated status through their MySejahtera app and undergo a temperature screening.
- (iii) Attendees are advised to arrive early at the meeting venue given that the above measures may cause delay in the registration process. **Participants who are feeling unwell are strongly advised not to attend the AGM.**
- (iv) All Attendees must practice proper hygiene including the use of hand sanitisers provided by the Company and are required to wear a face mask at all times.

(E) Meeting Registration

- (i) Registration will start at 9:30 a.m. in Dewan Presiden, Kelab Golf Negara Subang, Jalan SS7/2, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan.
- (ii) Please present your original MyKad/passport to the registration staff for verification.
- (iii) Upon verification, you are required to write your name, mobile contact and sign the Attendance list placed on the registration table.
- (iv) You will be given a wristband for the purpose of voting at this 8th AGM.
- (v) You must wear the wristband throughout the 8th AGM as no person will be allowed to enter the meeting hall without the wristband. There will be no replacement in the event you lose or misplace the wristband.
- (vi) If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one wristband to enter the meeting hall.
- (vii) No person will be allowed to register on behalf of another person even with the original Mykad/passport of the other person.

- (viii) Social distance of at least one metre should be observed when awaiting for your turn to facilitate Meeting Registration.
- (ix) Help Desk
 - (a) Please proceed to the Help Desk for any clarification or queries apart from registration details.
 - (b) The Help Desk will also handle revocation of proxy's appointment.

(F) Seating Arrangement

- (i) As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the Meeting Venue.
- (ii) In order to assist SEDANIA in managing the turnout for the 8th AGM, members/ proxies/ corporate representatives are required to pre-register with the Company's Share Registrar, via the **TIIH Online** website at <https://tiih.online>, if the members/ proxies/ corporate representatives wish to attend the 8th AGM in person.
- (iii) Social distancing would be practised at all times. Attendees who attend the 8th AGM should maintain at least one metre (3 feet) distance between each other.
- (iv) Seats in the 8th AGM venue would be placed at least one metre (3 feet) apart from one another.
- (v) Attendees should only be seated on clearly marked or demarcated area.

(G) Refreshment

- (i) Limited packed food shall be provided to the attendees on a **first-come-first-serve** basis upon the completion of 8th AGM.
- (ii) Social distance of at least one metre must be observed by attendees whilst awaiting for collection of packed food.

(H) Door Gifts

The door gifts will be distributed to attendees upon their registration at the Meeting Venue based on the following as a token of appreciation for their continued support to the Company:-

- Each member or proxy who is present shall be entitled to one (1) door gift only upon registration.
- For a member who appoints more than one (1) proxy, door gift will only be provided to the first proxy stated in the proxy form.
- If you are a proxy representing more than one member, you are entitled to one (1) door gift only.
- If the proxy/proxies has/have obtained the door gift earlier, member(s) who decided to attend will not be given any door gift.

(I) Parking

Kindly note that parking is free for all attendees.

(J) Poll Voting

- (i) In accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 8th AGM will be conducted by way of poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and to verify the tabulated results of the poll, respectively.
- (ii) During this 8th AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.

- (iii) Upon completion of the voting session for the 8th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

(K) Pre-Meeting submission of Questions to the Board

Members/ proxies/ corporate representatives may submit questions (if any) to the Board in advance prior to the 8th AGM via Tricor's **TIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Saturday, 28 May 2022 at 11:30 a.m.** The Board will endeavour to answer the questions received at the 8th AGM.

(L) No Recording or Photography of the Meeting Proceedings

Strictly **NO** unauthorised recording or photography of the proceedings of the 8th AGM is allowed.

(M) ANNUAL REPORT 2021

- (i) The Company's Annual Report 2021 is available at the Company's website at <https://www.sedaniainnovator.com/annual-reports>.
- (ii) You may request for a printed copy of the Annual Report 2021 at <https://tiih.online> by selecting "Request for Annual Report / Circular" under the "Investor Services". Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

(N) Enquiry

If you have any enquiries on the above, please contact the following persons during office hours on Monday to Friday from 9:00 a.m. to 5:30 p.m. (except on public holiday):-

(1) Share Registrar/ Poll Administrator	
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	: Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com : Ms. Pang Yi : +603-2783 9242 / Email : Pang.Yi.Wong@my.tricorglobal.com
(2) Sedania Innovator Berhad	
Ms. Doreen Leong Mun Yan – Head of Corporate Communication	
Tel: +603-7880 2001 ext. 234	
Email: doreenn.leong@sedaniainnovator.com	