



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

**ADMINISTRATIVE GUIDE FOR THE NINTH ANNUAL GENERAL MEETING (“9TH AGM”)**

<b>Meeting</b>	9th AGM of Sedania Innovator Berhad (“SEDANIA” or “the Company”)
<b>Day &amp; Date</b>	Wednesday, 24 May 2023
<b>Time</b>	11:00 a.m.
<b>Meeting Venue</b>	Dewan Presiden, Kelab Golf Negara Subang, Jalan SS 7/2, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan

**(A) Pre-Registration for Attendees**

In order to assist the Company in managing the turnout for the 9th AGM, members/ proxies/ corporate representatives who wish to attend the 9th 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 **Monday, 22 May 2023** at **11:00 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this 9th AGM.

**(1) Who should Pre-Register for attendance?**

<b>Individual Members</b>	<ul style="list-style-type: none"> <li>All Members who intend to attend the 9th AGM in person <b>ARE REQUIRED TO PRE-REGISTER</b> with Tricor via <b>TIIH Online</b> website (<a href="https://tiih.online">https://tiih.online</a>) latest by <b>Monday, 22 May 2023</b> at <b>11:00 a.m.</b> Kindly refer to the pre-register procedures below.</li> <li>Members who are unable to attend the 9th 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.</li> </ul>
<b>Appointed Proxies</b>	<ul style="list-style-type: none"> <li>Individual member who has appointed a proxy to attend and vote at the 9th AGM must request his/ her proxy(ies) to submit their pre-register at TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> </ul>
<b>Corporate Members</b>	<ul style="list-style-type: none"> <li>Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 9th AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than <b>Monday, 22 May 2023</b> at <b>11:00 a.m.</b></li> <li>Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than <b>Monday, 22 May 2023</b> at <b>11:00 a.m.</b> to attend and vote at the 9th AGM.</li> <li>If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 9th 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.</li> </ul>

<b>Attorneys/ Corporate Representatives</b>	<ul style="list-style-type: none"> <li>A corporate member who has appointed an attorney/ corporate representative to attend and vote at the 9th AGM must request the attorney/ corporate representative to submit their Pre-Register at TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>Essential parties such as External Auditors; Sponsor; Relevant Management Personnel of SEDANIA and etc. who are required to attend the 9th AGM are to submit their RSVP by email to <a href="mailto:info@sedaniainnovator.com">info@sedaniainnovator.com</a>.</li> </ul>

## (2) Pre-Registration (“RSVP”) Procedures

Members/ appointed proxies/ corporate representatives/ attorneys who wish to attend and vote at the 9th AGM are to follow the requirements and procedures as summarised below:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE 9TH AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. 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.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the pre-register is available for registration at TIIH Online.</li> </ul>
(b)	Pre-Register your attendance to attend 9th AGM	<ul style="list-style-type: none"> <li><b>Registration is open from 11:00 a.m. on Friday, 28 April 2023 up to 11:00 a.m. on Monday, 22 May 2023.</b></li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) SEDANIA 9TH AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert the CDS account number and indicate the number of shares.</li> <li>Submit to register your physical attendance.</li> <li>System will send an <b>e-mail to notify</b> that your registration to attend the 9th AGM physically is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>16 May 2023</b>, the system will send you an <b>e-mail after 22 May 2023 to approve or reject</b> your registration for attendance.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p> <ul style="list-style-type: none"> <li></li> </ul>

## **(B) Appointment of Proxy(ies)**

- If you are unable to attend the meeting on 24 May 2023, 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 9th AGM from the Annual Report 2022 (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:-

<p>(i) <u>Hard copy form</u></p> <p>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 notarially certified copy of such power or authority, shall be deposited at the Share Registrar's Office at Tricor Investor &amp; 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 Tricor 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 <b>i.e. no later than Monday, 22 May 2023 at 11:00 a.m.</b></p>
<p>(ii) <u>Electronic form</u></p> <p>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 <b>Monday, 22 May 2023 at 11:00 a.m.</b>:-</p> <p>(A) Vide Facsimile (<b>Fax Number: +603-2783 9222</b>); or</p> <p>(B) Vide Email (<b><a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a></b>); or</p> <p>For option <b>(A)</b> and <b>(B)</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, <b><u>otherwise the said Faxed/ Emailed Proxy Form shall not be treated as valid.</u></b></p> <p>(C) Vide Tricor Online System (TIIH Online)</p> <p>A member may register as a user with TIIH Online, whereby the Proxy Form for the 9th AGM may be electronically lodged via TIIH Online (applicable for individual shareholder only). The website to access TIIH Online is <a href="https://tiih.online">https://tiih.online</a>.</p>

## **(C) Electronic Lodgement of Proxy Forms**

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

	<b>Procedure</b>	<b>Action</b>
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Select the "<b>Sign Up</b>" button and followed by "<b>Create Account by individual Holder</b>". Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with <b>TIIH Online</b>, you are not required to register again.</li></ul>

(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“SEDANIA 9TH AGM – Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print Proxy Form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(c)	Register as a User with <b>TIIH Online</b> website	<ul style="list-style-type: none"> <li>• Access TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.</li> </ul> <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"> <li>• Login to TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>“SEDANIA 9TH AGM – Submission of Proxy Form”</b>.</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for <b>“Submission of Proxy Form”</b> in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online website, select corporate exercise name: <b>“SEDANIA 9TH AGM – Submission of Proxy Form”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

#### **(D) Meeting Registration**

- (i) Registration will start at 10:00 a.m. in Dewan Presiden, Kelab Golf Negara Subang, Jalan SS 7/2, 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 9th AGM.
- (v) You must wear the wristband throughout the 9th 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) 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.

#### **(E) Refreshment**

Limited packed food shall be provided to the attendees on a **first-come-first-serve** basis upon the completion of 9th AGM.

#### **(F) Door Gifts**

- (i) No door gifts shall be provided to the attendees as a measure to avoid large crowd congregation out of designated Meeting Hall.
- (ii) The Board would like to express its appreciation to the attendees for their understanding and co-operations.

#### **(G) Parking**

Kindly note that parking is free for all attendees.

#### **(H) Poll Voting**

- (i) In accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 9th 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 9th 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 9th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

**(I) No Recording or Photography of the Meeting Proceedings**

Strictly **NO** unauthorised recording or photography of the proceedings of the 9th AGM is allowed.

**(J) Annual Report 2022**

- (i) The Company's Annual Report 2022 is available at the Company's website at <https://www.sedaniainnovator.com/agm>.
- (ii) You may request for a printed copy of the Annual Report 2022 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.

**(K) 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):-

<b>(1) Share Registrar/ Poll Administrator</b>	
<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b>	
General Line	: +603-2783 9299
Fax Number	: +603-2783 9222
Email	: <a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
Contact Persons	: Mr. Jake Too : +603-2783 9285
	: Mr. David Look : +603-2783 9281
	: Mr. Aiman Nuri : +603-2783 9262
<b>(2) Sedania Innovator Berhad</b>	
Ms. Doreen Leong Mun Yan – Head of Corporate Communication	
Tel: +603-7880 2001 ext. 234	
Email: <a href="mailto:doreenn.leong@sedaniainnovator.com">doreenn.leong@sedaniainnovator.com</a>	