



## **SBH MARINE HOLDINGS BERHAD**

Registration No. 202101034350 (1434650-U)

### **Administrative Guide for the Second Annual General Meeting ("2<sup>nd</sup> AGM")**

Date : Thursday, 20 June 2024  
Time : 10.00 a.m.  
Venue : Conference Room 1 of O&G Hotel Parit Buntar  
No. 1, Jalan Wawasan 2, Taman Wawasan Jaya  
34200 Parit Buntar, Perak

#### **Registration for the 2<sup>nd</sup> AGM**

1. Registration will start at 9.00 a.m. on the day of the 2<sup>nd</sup> AGM up to the time of the commencement of the 2<sup>nd</sup> AGM at 10.00 a.m.
2. Please produce your ORIGINAL Identity Card ("IC") or Passport (for foreign shareholder) during registration for verification. Only original IC or Passport is valid for registration.
3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original IC or Passport of that other shareholder/proxy. Please make sure you collect your IC or Passport after the registration.
4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
5. After registration and signing on the Attendance List, please vacate the registration area.
6. No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
7. The registration counter will only handle verification of shareholdings and registration. For other clarification or query, you may proceed to the Help Desk.

#### **Help Desk**

1. The Help Desk will handle all clarification and query on matters relating to the Meeting.

#### **Appointment of Proxy or Attorney or by Authorised Representative**

1. Only members whose names appear on the Record of Depositors as at 10 June 2024 shall be eligible to attend, speak and vote at the 2<sup>nd</sup> AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
2. In view that the 2<sup>nd</sup> AGM will be conducted physically, members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the Form of Proxy.
3. If you wish to participate in the 2<sup>nd</sup> AGM yourself, please do not submit any Form of Proxy for the 2<sup>nd</sup> AGM. You will not be allowed to participate in the 2<sup>nd</sup> AGM together with a proxy appointed by you.

4. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney/authorised representative for the 2<sup>nd</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner and must be received by the Company not less than 48 hours before the time set for the 2<sup>nd</sup> AGM or not later than **Tuesday, 18 June 2024 at 10.00a.m.:**

(i) In Hard copy form:

- a. In the case of an appointment made in hard copy form (by hand/post), the proxy form shall be deposited with the Company's Share Registrar at 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, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
- b. By email to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) or fax to 03-27839222

(ii) By Electronic form:

All members can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

<b>Procedure</b>	<b>Action</b>
<b>i. Steps for individual members</b>	
Register as a User with TIIH Online	<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". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>▪ If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<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>SBH Marine Holdings Berhad 2<sup>nd</sup> AGM - "Submission of Proxy Form"</b>.</li> <li>▪ Read and agree to the Terms and 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>▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>▪ Review and confirm your proxy(s) appointment.</li> <li>▪ Print the form of proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional members</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online 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 email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul>
	<i>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 holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate exercise name: "<b>SBH Marine Holdings Berhad 2<sup>nd</sup> 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 "Submission of Proxy Form" 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> </ul>

	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online, select corporate exercise name: “<b>SBH Marine Holdings Berhad 2<sup>nd</sup> 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> </ul> <p>Print the confirmation report of your submission for your record.</p>
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### Voting at Meeting

1. In accordance with Rule 8.31A(1) of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”), the voting at the 2<sup>nd</sup> AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll voting electronically (e-voting) via Tricor e-Vote application and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll.
2. During the 2<sup>nd</sup> AGM, the Chairman will invite the Poll Administrator to brief you on the poll procedure.
3. Upon completion of the voting session for the 2<sup>nd</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are carried.

### Results of the voting

1. The resolutions proposed at the 2<sup>nd</sup> AGM and the results of the voting will be announced at the 2<sup>nd</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### Recording or Photography

1. Unauthorised recording or photography of the proceedings of the 2<sup>nd</sup> AGM are strictly not allowed.

### No Smoking Policy

1. A no smoking policy is maintained in the Meeting Hall. Your co-operation is much appreciated.

### Annual Report 2023

1. The Annual Report 2023 are available on the Company’s website at <https://www.sbhmarine.com/> and Bursa Malaysia’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company’s announcements.
2. You may request for a printed copy of the Annual Report 2023 at <https://tjih.online> by selecting “Request for Annual Report” under the “Investor Services”.
3. Kindly consider the environment and sustainability, and refrain from requesting for the printed copy of the Annual Report 2023.

### Enquiry

If you have any enquiries prior to the 2<sup>nd</sup> AGM, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

#### Share Registrar:

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.  
Tel: 03-2783 9299                      Fax: 03-2783 9222

#### Contact persons:-

Attn: Syafiqul Hafidz Bin Abdul Kadir / Hayman Daniel Muadzim Bin Abd Khalid  
Tel: +603 2783 9024 / +603 2783 9145  
Email: [Syafiqul.Hafidz@my.tricorglobal.com](mailto:Syafiqul.Hafidz@my.tricorglobal.com) / [Hayman.Daniel@my.tricorglobal.com](mailto:Hayman.Daniel@my.tricorglobal.com)

#### Company Secretary:

SBH Marine Holdings Berhad

39 Irving Road  
10400 Georgetown  
Pulau Pinang  
Tel: 04-2109828                      Fax: 04-2109827  
Attn: Ms. Michelle Ooi  
Email: [cosec@adconsultpg.com.my](mailto:cosec@adconsultpg.com.my)

The Company may at its discretion make any changes to the above arrangements in the event of unforeseen circumstances.