

# ADMINISTRATIVE GUIDE

## VIRTUAL 24<sup>TH</sup> ANNUAL GENERAL MEETING OF SENTORIA GROUP BERHAD ("THE COMPANY") ("24<sup>TH</sup> AGM")

Date : Friday, 29 March 2024  
Time : 10.30 a.m.

A)	STREAMING LOCATION	B)	CHAIRMAN LOCATION
	Streaming Venue Address: V-Cube Malaysia Sdn Bhd BO1-A-09, Menara 2, KL Eco City, 3, Jalan Bangsar, 59200 Kuala Lumpur WP, Malaysia		Conference Room No. 56 & 58, Jalan Dagang SB 4/2, Taman Sg. Besi Indah, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia,

### HOUSE RULES

1. The Board of Directors of the Company has decided to convene the 24<sup>th</sup> AGM of the Company via live streaming to save costs.

No shareholders are allowed to attend the Streaming or Chairman Location on the day of the Virtual 24<sup>th</sup> AGM.

Kindly note that the quality of the live streaming would depends on the bandwidth and stability of the internet connection of the participants.

2. Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote, at the AGM.

### REGISTRATION FOR THE VIRTUAL 24TH AGM

1. Shareholders are required to register ahead of the virtual 24th AGM to allow the Company to make the necessary arrangement in relation to the meeting by registering online on or before 10.30 a.m. on 27 March 2024 ("**Cut-off date**"):-

#### REGISTRATION URL:

Shareholder's E-Registration : [bit.ly/Sentoria24thAGM\\_Shareholder](https://bit.ly/Sentoria24thAGM_Shareholder)



Proxy's E-Registration : [bit.ly/Sentoria24thAGM\\_Proxy](https://bit.ly/Sentoria24thAGM_Proxy)



*An acknowledged receipt email will be sent to you after the completion and submission of your e-registration.*

If you do not receive an email acknowledgement after your e-registration, it means your e-registration is not successful. Please check your spam/junk email folder or try to register again.

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## **REGISTRATION FOR THE VIRTUAL 24TH AGM (CONT'D)**

2. Following the verification, authenticated parties (shareholders and proxy holders) will receive an email from [agm@vcube.com.my](mailto:agm@vcube.com.my) containing your **Unique Security (US) Link, Identifier (ID), Voting password** and instructions to be used to enter the AGM at the date and time specified.
3. Please check your inbox or spam-box on the night before the said AGM.
4. You must not forward **your US link, ID and/or Voting password**. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalized usage. Such mis-usage will void your vote and you may be prosecuted under the PDPA Act 2010.
5. Shareholders who register by the Cut-off date but do not receive an email response by 28 March 2024, may contact us for assistance at the Hotline via WhatsApp Message to +60 11- 7287 7463 (Monday to Friday: from 9.00 a.m. to 5.00 p.m.) or at email address: [investor@sentoria.com.my](mailto:investor@sentoria.com.my).

### **Notes:**

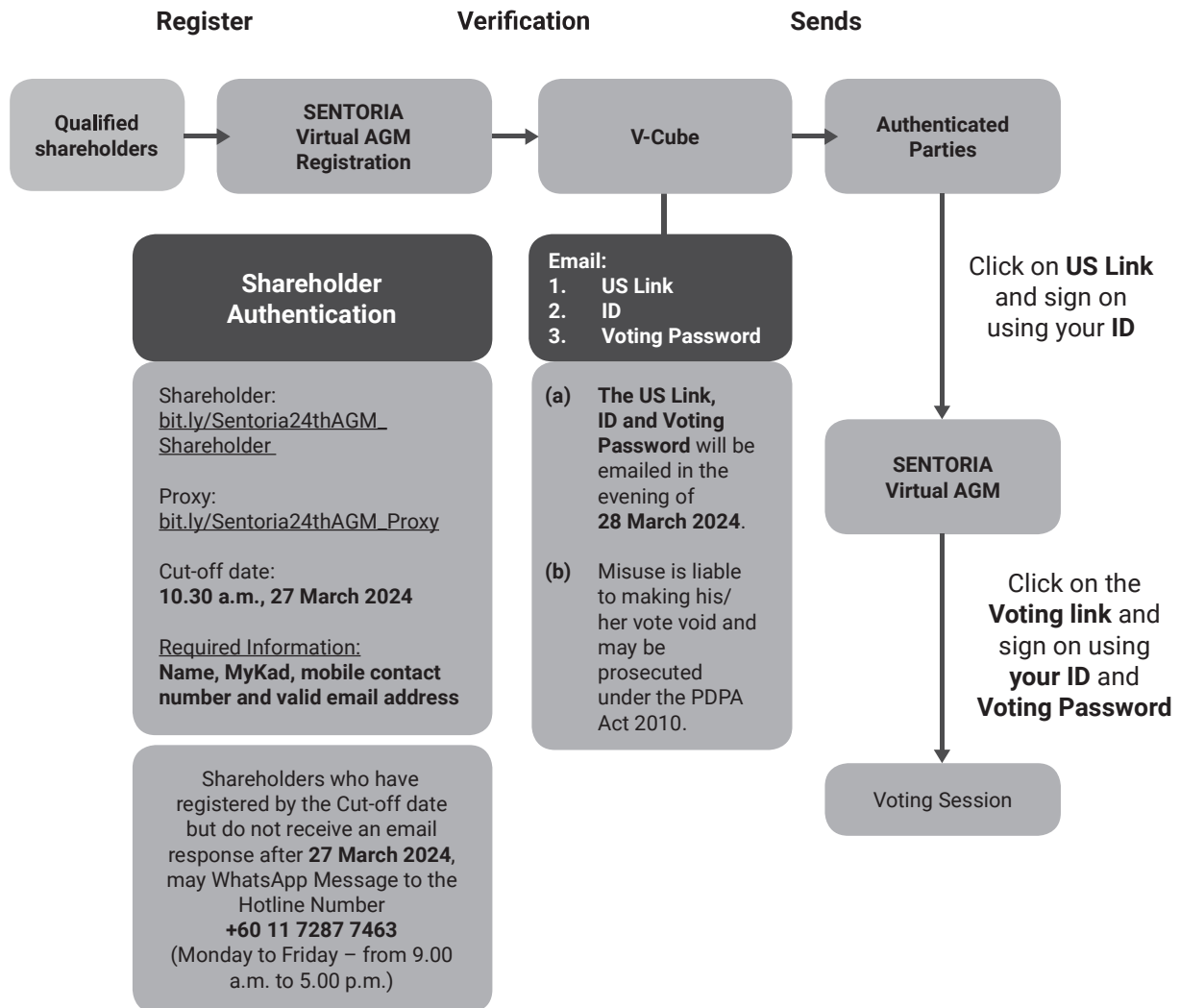
- (a) *Eligibility of participants will be verified against the General Meeting's Record of Depository as at 22 March 2024.*
- (b) *Participants must not forward **your ID, Voting Password or US Link** to any other persons. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalized usage. Such mis-usage will void your vote and you may be prosecuted under the Personal Data Protection Act 2010. The link is trackable and will be erased after the virtual AGM has concluded.*
- (c) *Shareholders who are unable to participate in the virtual AGM are encouraged to appoint the Chairman as their proxies.*
- (d) *Browser: You will need a browser that is HTML5-compatible (e.g. Microsoft Edge, Chrome, Firefox) and a stable WIFI or LAN connection to participate in the virtual AGM which is device agnostic. A pre-environment test is attached with the **Meeting details email**.*

*For best user experience, you are strongly advised to join via a laptop or computer to engage fully in the proceedings and interactively download important information presented during the virtual AGM.*

- (e) *All virtual AGM user data are recorded for compliance purpose.*

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## FLOW CHART – 24TH VIRTUAL AGM OF SENTORIA GROUP BERHAD



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### E-VOTING PROCEDURES:

1. Click on the **Voting Link**, enter your **ID** and your **Voting password** which has been emailed to you.
2. During the session, the Chairperson of the Meeting or the Board will answer questions pertaining to each resolution within a certain timeframe. Upon completion of the Q & A session, shareholders and proxy holders can click on the clickable voting link on the right-hand side of the screen to proceed with the voting process.
3. Shareholders and/or proxy holders must submit the e-vote during the live polling session for each Resolution through clicking the box: -

FOR

AGAINST

ABSTAIN

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## **E-VOTING PROCEDURES: (CONT'D)**

4. A fixed time for voting is allocated depending on the Chairperson's decision.
5. A shareholder is allowed to vote either by Form of Proxy or online during this AGM.
6. The shareholder or proxy holder is only allowed to vote once. In the event, the shareholder or proxy holder had pre-voted by Form of Proxy, he/she will not have access to the online voting platform.
7. Once e-voting is completed for all the resolutions by polling, the AGM will be adjourned for the vote counting compliance.
8. During the adjournment period, the voting data in CSV format will be checked and validated by the Scrutineer.
9. The Chairperson will provide details of the overall results.

## **UPDATES ON 24TH AGM ARRANGEMENT**

1. Shareholders are reminded to monitor the Company's website or announcements from time to time for the latest updates on the status or changes to the arrangement of the 24th AGM process <http://sentoria.com.my/investor-relations/announcement.php>

## **ENQUIRY**

1. If you have any enquiries prior to the AGM, please email to [investor@sentoria.com.my](mailto:investor@sentoria.com.my) and to include the following details when you email :-
  - i) Full name as per MyKad;
  - ii) Mobile Contact Number; and
  - iii) CDS Account Number.

We would like to thank all parties for your understanding and cooperation in conducting the AGM virtually. V-cube Malaysia is an experienced independent virtual AGM service provider in full compliance of Securities Commission, MKN, SSM, ROS and COB Malaysia Guidelines. It is an associate company of V-cube Inc listed on the Tokyo Stock Exchange and its local partner in Malaysia is the credible Institute of Corporate Directors Malaysia (ICDM).  
<https://icdm.com.my/membership/virtual-agm>