



**SUNZEN BIOTECH BERHAD**  
[Registration No. 200501003843 (680889-W)]  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL  
SIXTEENTH ANNUAL GENERAL MEETING (“16<sup>TH</sup> AGM”)**

**Date** : Tuesday, 29 June 2021  
**Time** : 11.00 a.m.  
**Meeting Platform** : Dvote Online website at <https://Dvote.my>

**Deposit of Form of Proxy** : (i) **In hard copy form**  
To be deposited at the Registered Office of the Company at 10th Floor, Menara Hap Seng, No. 1 & 3 Jalan P. Ramlee, 50250 Kuala Lumpur; or

(ii) **By electronic means**  
To be sent via e-mail to:  
[dvoteservice@gmail.com](mailto:dvoteservice@gmail.com)

**MODE OF MEETING**

Due to unprecedented circumstances arising from the total lockdown and measures that have been implemented nationally by the Malaysian Government to curb the spread of COVID-19 and the updated Guidance and FAQs on the Conduct of General Meetings for Listed Issuers revised by the Securities Commission Malaysia on 1 June 2021 (“SC Guidance Note”), the Company wishes to inform that it will change the mode of the originally planned physical 16<sup>th</sup> AGM to be conducted on a FULLY VIRTUAL BASIS through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) Facilities (collectively referred hereinafter as “Virtual 16<sup>th</sup> AGM”) provided by Dvote Services Sdn. Bhd. in Malaysia via its website at <https://Dvote.my> on Tuesday, 29 June 2021 at 11.00 a.m. and there would be no Broadcast Venue.

The above decision is made pursuant to Section 327 of the Companies Act 2016 and Clause 59 of the Constitution of the Company.

The meeting platform is the venue of the 16<sup>th</sup> AGM and is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 and SC Guidance Note.

Pursuant to the SC Guidance Note, all meeting participants including the Chairman of the meeting, Board of Directors, Senior Management and Shareholders/Proxies are required to participate in the meeting online. Physical gatherings no matter how small are prohibited.

In line with the Malaysian Code on Corporate Governance Practice 13.3, conducting a Virtual 16<sup>th</sup> AGM, would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the RPV Facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the Virtual 16<sup>th</sup> AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Virtual 16<sup>th</sup> AGM.

## **ENTITLEMENT TO PARTICIPATE AND VOTE**

In respect of deposited securities, only members whose names appear in the Record of Depositors on **22 June 2021** (General Meeting Record of Depositors) shall be eligible to participate the Virtual 16<sup>th</sup> AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## **FORM(S) OF PROXY**

Shareholders who are unable to participate in our Virtual 16<sup>th</sup> AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.

The appointment of proxy may be made in hard copy or in electronic form. The instrument appointing a proxy must be submitted in the following manners, at least forty-eight (48) hours before the time for holding the meeting or any adjournment thereof:-

- (i) In hard copy form**  
To be deposited at the Registered Office of the Company at 10th Floor, Menara Hap Seng, No. 1 & 3 Jalan P. Ramlee, 50250 Kuala Lumpur; or
- (ii) By electronic means**  
To be sent via e-mail to :  
[dvoteservice@gmail.com](mailto:dvoteservice@gmail.com)

## **REVOCAION OF PROXY**

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the Virtual 16<sup>th</sup> AGM by yourself, please write in to [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com) to revoke the earlier appointed proxy forty-eight (48) hours before the time for holding the meeting or any adjournment thereof.

## VOTING PROCEDURE

The voting at the Virtual 16<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company has appointed Dvote Services Sdn. Bhd. (“**Dvote**”) as Poll Administrator to conduct the poll by way of electronic voting or online remote voting (“**e-voting**”).

Kindly refer to item (2) below of the Procedures for RPV Facilities for guidance on how to vote remotely from Dvote Online website at <https://Dvote.my>.

During the Virtual 16<sup>th</sup> AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling procedures. The voting session will commence as soon as the Chairman of the Meeting calls for the poll to be opened and until such time when the Chairman of the Meeting announces the closure of the poll.

For the purposes of the Virtual 16<sup>th</sup> AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the poll session, the Scrutineers will verify the poll results followed by the declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

Kindly follow the steps below on how to register, request for login ID and password:-

### 1. REMOTE PARTICIPATION AND E-VOTING FACILITIES

Members to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**Participate**”) remotely at the Virtual 16<sup>th</sup> AGM using RPV Facilities provided by Dvote via its **Dvote Online** website at <https://Dvote.my>. Please refer to Procedure for RPV Facilities.

### 2. PROCEDURES FOR RPV FACILITIES

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the Virtual 16<sup>th</sup> AGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

BEFORE MEETING DAY		
A. USER REGISTRATION		
	Procedure	Action
(a)	Sign-up as a user with <b>Dvote Online</b>	<p><i>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</i></p> <ul style="list-style-type: none"> <li>• Access the website at <a href="https://Dvote.my">https://Dvote.my</a>.</li> <li>• Click on <b>Sign up</b> to register as a new user with Dvote Online.</li> <li>• Complete registration and upload softcopy of Malaysia Identification card (front and Back) or passport [foreigner(s)].</li> </ul> <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>
(b)	Register Meeting with <b>Dvote Online</b>	<ul style="list-style-type: none"> <li>• Registration for Remote Participation will remain open from <b>24 June 2021</b> until the commencement of the polling during the Virtual 16<sup>th</sup> AGM.</li> <li>• Login to <a href="https://Dvote.my/user-login">https://Dvote.my/user-login</a> with your user ID (i.e.: email address) and password.</li> <li>• Select event: “<b>Sunzen Biotech Berhad – 16<sup>th</sup> Annual General Meeting</b>” and click <b>Register</b>.</li> <li>• You will receive an email notifying on your registration for the remote participation and verification.</li> <li>• Once your registration has been verified against the Record of Depositors as at 22 June 2021 you will be notified via email whether your request for remote participation is approved/rejected.</li> <li>• If approved, you will receive an invitation email together with the meeting link to “<i>Join Meeting</i>”.</li> </ul>

ON THE DAY OF VIRTUAL 16 <sup>th</sup> AGM		
	Procedure	Action
(a)	Join the Live Stream Meeting	<ul style="list-style-type: none"> <li>Click on “<b>Join Meeting</b>” link in the invitation email and you will be directed to the live streaming room.</li> <li>You are advised to log in early, at least 20 minutes, before the Meeting time.</li> </ul>
(b)	Post Questions during Live Streaming	<ul style="list-style-type: none"> <li>If you have any question(s) for the Board of Directors, you may use the <b>Post Question</b> box to transmit your question(s).</li> </ul>
(c)	Online Voting during Live Streaming	<ul style="list-style-type: none"> <li>Click on <b>Proceed to Vote</b>, to cast your votes for each resolution(s).</li> <li>Review your casted votes, confirm and submit your votes.</li> </ul>
(d)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the Virtual 16<sup>th</sup> AGM, the live streaming room will end.</li> </ul>

**Notes to users of the RPV Facilities:**

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call +603-2276 6138 or email to [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com) for assistance.

### 3. APPOINTMENT OF PROXY(IES)/ CORPORATE REPRESENTATIVE(S)/ ATTORNEY(S)

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the Virtual 16<sup>th</sup> AGM via RPV Facilities must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV Facilities via Dvote Online website at <https://Dvote.my>.

## **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

In order to enhance the efficiency of the proceedings of the 16<sup>th</sup> AGM, the shareholders may submit questions to the Company via email to [info@sunzen.com.my](mailto:info@sunzen.com.my) not later than 27 June 2021 at 11:00 a.m. (48 hours before the commencement of the 16<sup>th</sup> AGM) or select the **POST QUESTION** box to transmit questions during live streaming of the 16<sup>th</sup> AGM. If time permits, the Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the AGM. The shareholders are encouraged to submit questions before the 16<sup>th</sup> AGM.

## **NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of food vouchers or door gifts during the Virtual 16<sup>th</sup> AGM as the meeting is conducted on a fully virtual basis.

## **NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of the Virtual 16<sup>th</sup> AGM proceedings is allowed.

## **ENQUIRY**

If you have any enquiry(ies) relating to the Administrative Guide for the Fully Virtual 16<sup>th</sup> AGM, RPV Facilities or encounters issues with the pre-registration, log in, steps to connect to live streaming and online voting, please contact Dvote Services Sdn. Bhd. during office hours from Monday to Friday (except for public holiday) :-

**Poll Administrator** : Dvote Services Sdn Bhd  
**Contact Persons** : Ms Sangetha /Mr Hugo  
**Email** : [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com)  
**Contact No.** : 03 2276 6138

If you have any enquiry relating to the meeting or Agenda of 16<sup>th</sup> AGM prior to the AGM, please contact Sunzen during office hours from Monday to Friday (except for public holiday) :-

**Company** : Sunzen Biotech Berhad  
**Contact Persons** : Ms Tee Kai Ling  
**Email** : [info@sunzen.com.my](mailto:info@sunzen.com.my)  
**Contact No.** : 03-5122 9333

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 and comply with any requirements or recommendation of any government agencies from time to time.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the Virtual 16<sup>th</sup> AGM's arrangement.

The Company seeks the understanding and cooperation of all Shareholders to minimise the risk of community spread of COVID-19.

The administrative guide can be viewed and downloaded from our Company's website at [www.sunzen.com.my](http://www.sunzen.com.my).