

ADMINISTRATIVE GUIDE OF EXTRAORDINARY GENERAL MEETING (“EGM”)

ADMINISTRATIVE GUIDE OF THE EGM FOR THE SHAREHOLDERS OF SYSTECH BHD

- Meeting Date : Thursday, 18 April 2024
Time : 10.00 a.m. or at any adjournment thereof
Meeting Platform : <https://meeting.boardroomlimited.my>
(Domain Registration No. with MYNIC - D6A357657)
- Mode of communication : 1) Submit questions to the Board of Directors of Systech Bhd (“**Systech**” or the “**Company**”) (“**Board**”) prior to the EGM by emailing to info@systech.asia commencing from Wednesday, 3 April 2024 and in any event no later than 5.00 p.m., Wednesday, 17 April 2024.
2) Post questions to the Board via real time submission of typed text at <https://meeting.boardroomlimited.my> during live streaming of the EGM.

Dear Valued Shareholders,

We will conduct our forthcoming EGM on a fully virtual basis via remote participation and electronic voting (“**RPEV**”) facilities (collectively referred hereinafter as “**Virtual EGM**”) in accordance with Section 327 of the Companies Act, 2016 (“**Act**”) and Clause 59 of the Constitution of the Company.

In line with the Malaysian Code on Corporate Governance Practice 13.3, by conducting a virtual EGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the RPEV facilities, you may exercise your right as a member of the Company to participate (including posing questions to the Board and/or management of the Company) and vote at the EGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the EGM.

Kindly ensure that you are connected to the internet at all times in order to attend, participate and vote when our Virtual EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of your internet connection.

CIRCULAR TO SHAREHOLDERS

The Circular to shareholders dated 3 April 2024 (“**Circular**”) in relation to the Proposed Shares Issuance, Proposed Acquisition, Proposed Bonus Issue of Warrants and Proposed ESS (as defined in the notice of EGM) is available on Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com under Company Announcements and also at our website at www.systech.asia/investor.php. If you wish to request for printed copy of the Circular, please forward your request by completing the Request Form provided by us.

NO VOUCHERS OR GIFTS PROVIDED

There will be **NO VOUCHER(S) OR ANY GIFT(S)** whatsoever for shareholders/proxies who participate in the Virtual EGM. The Board would like to thank all shareholders for your kind co-operation and understanding in these challenging times.

ENTITLEMENTS TO ATTEND, POSE QUESTIONS AND VOTE

Only a depositor whose name appears in the Record of Depositors as at 9 April 2024 is entitled to attend, pose questions and vote at the said meeting or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

PROXY FORM(S)

1. You are encouraged to go online, participate and vote at the EGM using the RPEV facilities.
2. If you are unable to attend the EGM on Thursday, 18 April 2024, you can appoint the Chairman of the meeting as your proxy to attend, pose questions and vote in your stead. Please submit your Proxy Form to the office of the Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan by **Tuesday, 16 April 2024 at 10.00 a.m.**
3. You may also submit the Proxy Form via electronic means ("**eProxy Lodgement**") through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (see Step 1 and 2 under **PROCEDURES FOR RPEV FACILITIES**) or email to bsr.helpdesk@boardroomlimited.com no later than the aforementioned date and time.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our Virtual EGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 48 hours before the meeting.

CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the seal of the corporation to the office of the Company's Share Registrar at any time before the time appointed for holding the meeting for the Company's records.

VOTING PROCEDURE

1. Pursuant to Paragraph 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. The Company has appointed Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") as Poll Administrator to conduct the poll by way of electronic voting ("**e-voting**") and SKY Corporate Services Sdn. Bhd. as Independent Scrutineer to verify and validate the poll results.
2. During the EGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purposes of the Virtual EGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.
4. There are 2 methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are as follows:
 - (i) Use the QR Scanner Code given in the email received after successful registration; OR
 - (ii) Navigate to the website URL <https://meeting.boardroomlimited.my>.
5. Upon conclusion of the e-voting session, the Independent Scrutineer 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.

PROCEDURES FOR RPEV FACILITIES

To request for login ID and password kindly follow the steps below:

Procedure		Action
Before the day of the EGM		
1.	Register online with Boardroom Smart Investor Portal	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PDF or PNG format. Please enter a valid email address and wait for Boardroom's email verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2.	eProxy Lodgement	<ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com Login with your User ID and Password given above. Select "SYSTECH BHD EXTRAORDINARY GENERAL MEETING" from the list of Corporate Meeting and click "Submit eProxy Form". <p>For Individual/ Corporate Shareholders</p> <ul style="list-style-type: none"> - Select the Company you would like to be represented if more than one Company (for Corporate Shareholder). - Enter your CDS account number and insert the number of securities held. - Select your proxy(ies) – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). - Indicate your voting instructions – For or Against, otherwise your proxy(ies) will decide your vote. - Review and confirm your proxy(ies) appointment. - Click submit. - Download or print the eProxy form acknowledgement. <p>For Authorised Nominee and Exempt Authorised Nominee</p> <ul style="list-style-type: none"> - Select the company you would like to be represented (if more than one). - Proceed to download the file format for "Submission of Proxy Form". - Prepare the file for the appointment of proxies by inserting the required data. - Proceed to upload the duly completed Proxy Appointment file. - Review and confirm your proxy appointment and click "Submit". - Download or print the eProxy form as acknowledgement. <p><i>Note: If you are the authorised representatives for more than one (1) authorised nominee / exempt authorised nominee/ corporate shareholder, kindly click the home button and select "Edit Profile" in order to add Company name.</i></p>
3.	Submit request for remote participation	Registration for remote access will be opened on Wednesday, 3 April 2024. Please note that the closing time to submit your request is on Tuesday, 16 April 2024 at 10.00 a.m. (48 hours before the commencement of the EGM).

Procedure		Action
		<p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Select "SYSTECH BHD EXTRAORDINARY GENERAL MEETING" from the list of Corporate Meeting and click "Register for RPEV". Read and agree to the terms and condition. Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) to submit the request. Please provide a copy of Corporate Representative's MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG, PDF or PNG format as well as his/her email address.
4.	Email notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 9 April 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.
On the day of the EGM		
5.	Login to Meeting Platform	<ol style="list-style-type: none"> The Meeting Platform will be open for login 1 hour before the commencement of the EGM. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> Scan the QR Code provided in the email notification; Navigate to the website at https://meeting.boardroomlimited.my. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 4.
6.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <ol style="list-style-type: none"> If you wish to view the live webcast, select the broadcast icon. If you wish to ask a question during the EGM, select the messaging icon. Type your message within the chat box, once completed click the send button.
7.	Voting	<ol style="list-style-type: none"> Once voting is open, the polling icon will appear with the resolutions and your voting choices. To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. To change your vote, re-select another voting direction. If you wish to cancel your vote, please press "Cancel".
8.	End of Participation	Upon announcement by the Chairman on the closure of the EGM, the live webcast will end and the Messaging window will be disabled.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

In order to enhance the efficiency of the proceedings of the EGM, you may submit questions to the Company via e-mail to info@systech.asia commencing from Wednesday, 3 April 2024 and no later than 5.00 p.m., Wednesday, 17 April 2024 or select the messaging icon in the Meeting Platform to transmit questions via RPEV facilities during live streaming of the EGM. If time permits, the Chairman and the Board will endeavour their best to respond to questions submitted by shareholders which are related to the resolutions to be tabled at the EGM. You are encouraged to submit questions before the EGM as priority will be given to questions submitted before the EGM.

RECORDING OR PHOTOGRAPHY AT THE EGM

Strictly no recording or photography of the EGM proceedings is allowed.

ENQUIRY

If you have general queries prior to the meeting, please contact the following person(s) during office hours from Mondays to Fridays, 8.30 a.m. to 5.30 p.m. (except on public holidays):

Systech Bhd	Boardroom Share Registrars Sdn. Bhd. (Share Registrar)
Tel No: +603-2242 1833 Email: info@systech.asia Contact Person: Ms Julaiha Abd Kahar	Tel No: +603-7890 4700 Fax No: +603-7890 4670 Email: bsr.helpdesk@boardroomlimited.com Contact person: Mr Khairul Iqram Bin Zainal Abidin

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting and/or submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the EGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the EGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "**Purposes**"), (ii) warrants that where the member disclose the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained prior consent of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.