



SYSTECH BHD.

[Registration No. 201001012883 (897114-T)]

ADMINISTRATIVE GUIDE FOR THE FOURTEENTH ANNUAL GENERAL MEETING

Meeting Date	:	Wednesday, 11 September 2024
Time	:	10.00 a.m.
Meeting Platform	:	ConveneAGM at https://conveneagm.my/systechagm2024
Mode of Communication	:	i. Submit questions to the Board prior to the 14th AGM via ConveneAGM at https://conveneagm.my/systechagm2024 or emailing to support_conveneagm@kpmg.com.my not later than 10.00 a.m., Monday, 9 September 2024 ii. Pose questions to the Board via real time submission of typed texts at ConveneAGM at https://conveneagm.my/systechagm2024 during live streaming of the 14th AGM
Broadcast Venue	:	Level 10, KPMG Tower, No 8, First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan Malaysia

MODE OF MEETING

The Company will be conducting its forthcoming Fourteenth (“14th”) Annual General Meeting (“AGM”) on a virtual basis through remote participation and electronic voting (“RPEV”) facilities.

The Broadcast Venue mentioned above is strictly for the purpose of complying with Section 327 of the Companies Act and Clause 59 of the Constitution of the Company. **Shareholders and/or proxies are not allowed to be physically present at the Broadcast Venue as the venue is only meant to facilitate the conduct of the 14th AGM.** Shareholders or proxies who turn up at the Broadcast Venue would be requested to leave the venue politely.

In line with the Practice 13.3 of the Malaysian Code on Corporate Governance, by conducting a virtual AGM, this would facilitate 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 the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the 14th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 14th AGM.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on 30 August 2024 (General Meeting Record of Depositors) shall be eligible to participate the 14th 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 online AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the proxy form. Please take note that you must complete the proxy form for the AGM should you wish to appoint proxy(ies).

The proxy form may be made in hard copy or by electronic means, not less than forty-eight (48) hours before the time appointed for holding the meeting, i.e. **latest by 10:00 a.m., Monday, 9 September 2024** as follows:

(i) **In hard copy form**

The proxy form must be deposited at the office of our Administration and Polling Agent:
KPMG Management & Risk Consulting Sdn Bhd
Concourse, KPMG Tower,

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No. 8, First Avenue, Bandar Utama,
47800 Petaling Jaya,
Selangor Darul Ehsan, Malaysia

(ii) By electronic means

The proxy form can also be lodged electronically through ConveneAGM Meeting Platform at <https://conveneagm.my/systechagm2024> or email to support_conveneagm@kpmg.com.my.

You may follow the steps below to lodge electronic proxy via ConveneAGM Meeting Platform:-

- Go to <https://conveneagm.my/systechagm2024>.
- Select **“Register as Shareholder”**.
- Fill out the form with the required information and select **“Submit Registration”**.
- A confirmation will be displayed after a successful registration.
- Check your email for the next step.
- Open the email from AGM@Convene (agmaccounts@conveneagm.com)
- Select **“Verify Your Email”**.
- After the email verification, you will be redirected to create your own personalised password.
- Sign in to <https://conveneagm.my/systechagm2024>.
- Select **“Fill Out proxy form”**.

REVOCAION OF PROXY

If you have submitted your proxy form prior to the meeting and subsequently decide to participate at the meeting yourself, please write in to support_conveneagm@kpmg.com.my to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 14th AGM.

Alternatively, you may register for RPEV facility or appoint another proxy. In such an event, your earlier appointment of proxy shall be revoked.

Please advise your proxy accordingly.

VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Rule 8.29A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed KPMG Management & Risk Consulting Sdn . Bhd . (**“KPMG”**) as Poll Administrator to conduct the poll by way of electronic voting (**“e-voting”**) and Independent Scrutineer to verify and validate the poll results.

During the AGM, 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.

For the purposes of the virtual AGM, e-voting will be carried out via personal smart phones, tablets, or personal computers/laptops.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by declaration by the chairman of the meeting whether the resolutions put to vote were successfully carried or not.

PROCEDURES FOR RPEV FACILITIES

All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facility at <https://conveneagm.my/systechagm2024> to participate and vote remotely at the 14th AGM.

All shareholders who wish to participate at the 14th AGM are required to register online at ConveneAGM Meeting Platform (<https://conveneagm.my/systechagm2024>).

Registration for remote access will open from Wednesday, 31 July 2024 until the day of the 14th AGM on Wednesday, 11 September 2024.

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Shareholders are encouraged to register at least forty eight (48) hours before the commencement of the 14th AGM to allow some time for the Company to verify the shareholder status and to avoid any delay in registration.

Kindly follow the steps below or provided in the AGM User Guide at <https://cdn.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf> on how to register online:-

<p>Pre Meeting Day –</p> <p>Registration for Shareholders and/or Corporate Representatives</p>	<ul style="list-style-type: none"> • Go to https://conveneagm.my/systechagm2024. • Select “Register as Shareholder”. • Fill out the form with the required information and click to “Submit Registration”. • A confirmation will be displayed after a successful registration. • Check your email for the next step. • Open the email from AGM@Convene (agmaccounts@conveneagm.com). • Select “Verify Your Email”. • After the email verification, you will be redirected to create your own personalised password. • Upon system verification against the Record of Depositors and Register of Members as at 30 August 2024, you will receive email from AGM@Convene indicating that your registration is approved or rejected. <p>Please note that the corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their certificate of appointment of corporate representative to KPMG not later than Monday, 9 September 2024 at 10:00 a.m.</p>
<p>Pre Meeting Day –</p> <p>Registration for Proxyholders</p>	<ul style="list-style-type: none"> • As Proxy, you will receive an email from AGM@Convene (agmaccounts@conveneagm.com) once you are appointed by your shareholder. • Open the email from AGM@Convene (agmaccounts@conveneagm.com). • Select “Verify Your Email”. • After the email verification, you will be redirected to create your own personalised password. <p>Please note that in the event the shareholder who appointed you cannot be authenticated against the Record of Depositors and Register of Members as at 30 August 2024, your registration will not be valid.</p>
<p>Meeting Day –</p> <p>Participation by Shareholders, Proxies and/or Corporate Representatives during AGM</p>	<ul style="list-style-type: none"> • Login to https://conveneagm.my/systechagm2024. • Click to start live webcast. • Proceed to ask question and/or vote when permissible.

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NO VOUCHERS/DOOR GIFTS

There will be **NO VOUCHER(S) OR ANY DOOR GIFT(S)** for shareholders/proxies who participate in the AGM.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

The shareholders may submit questions to the Company via ConveneAGM at <https://conveneagm.my/systechagm2024> or e-mail to support_conveneagm@kpmg.com.my **not later than 10.00 a.m., Monday, 9 September 2024** prior to the AGM to transmit questions to Board of Directors. The Chairman and 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.

RECORDING OR PHOTOGRAPHY AT THE AGM

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

ENQUIRY

Should you require any assistance on the RPEV facility, kindly contact KPMG, details as follows:

- (a) For matters relating to proxy processing and eligibility to participate at the 14th AGM [During office hours on Mondays to Fridays (except on public holidays) from 8:30 a.m. to 5:30 p.m].

Email : support_conveneagm@kpmg.com.my
Telephone No. : 603-7721 7329/ 7954/ 7780

- (b) For ConveneAGM Technical Support (available 24/7)

Toll Free No : 1 800 817 240
Email : support@conveneagm.com
Live Chat : Click on the chat icon at the bottom right side of <https://conveneagm.my/systechagm2024>.

Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM 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 the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (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 discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data 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.