

## ADMINISTRATIVE GUIDE

Symphony Life Berhad  
Extraordinary General Meeting



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Meeting Platform	:	<a href="https://rebrand.ly/SymphonyLifeEGM">https://rebrand.ly/SymphonyLifeEGM</a>
Day and Date	:	Friday, 24 November 2023
Time	:	11.00 a.m.
Broadcast Venue	:	Board Room, 01-3, 3 <sup>rd</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan

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### 1. VIRTUAL MEETING

- 1.1 The Company's Extraordinary General Meeting ("EGM" or "the Meeting") will be conducted by way of virtual meeting and online remote voting from the Broadcast Venue using Remote Participation and Voting ("RPV") facilities provided by InsHub Sdn. Bhd.
- 1.2 The Broadcast Venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be present at the main venue. Members **WILL NOT BE ALLOWED** to attend the EGM at the Broadcast Venue in person on the day of the Meeting.
- 1.3 Shareholders or proxies are required to submit the request for RPV access no later than **Thursday, 23 November 2023 at 11.00 a.m.**

### 2. ENTITLEMENT TO PARTICIPATE AND VOTE

- 2.1 Only member whose name appears in the Record of Depositors ("ROD") as at 17 November 2023 shall be entitled to attend the EGM or appoint proxy(ies) to participate and vote on his/her behalf.

### 3. REGISTRATION AND PARTICIPATION PROCEDURE

- 3.1 A shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the Company's EGM remotely, **you are strongly encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.**
- 3.2 Form of Proxy must be deposited at the office of the Company's Poll Administrator, ShareWorks Sdn. Bhd. at 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan ("ShareWorks"), not less than twenty-four (24) hours before the time appointed for holding the Meeting or at any adjournment thereof.

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3.3 Alternatively, the proxy appointment may also be lodged electronically via e-mail at [ir@shareworks.com.my](mailto:ir@shareworks.com.my), not less than twenty-four (24) hours before the time appointed for holding the Meeting or at any adjournment thereof.

3.4 **Corporate Members** (through Corporate Representative(s) or appointed proxy(ies)) may participate and vote remotely at the EGM by using the RPV facilities. Corporate Members who wish to participate and vote remotely at the EGM will be required to provide the following documents to the office of ShareWorks, not less than twenty-four (24) hours before the time appointed for holding the Meeting or at any adjournment thereof:-

- i. Certificate of Appointment of its Corporate Representative or Form of Proxy under the Seal of the Corporation;
- ii. Copy of the Corporate Representative's or Proxy's MyKad (front and back) / Passport; and
- iii. Corporate Representative's or Proxy's email address and mobile phone number.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to participate the EGM, the Corporate Member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

3.5 In respect of **Members** who is an **Authorised Nominee and Exempt Authorised Nominee (Nominee Company)**, the beneficial owners of the shares under a Nominee Company's CDS account may participate and vote remotely at the EGM using RPV facilities. Beneficial owner who wishes to participate and vote remotely at the EGM, can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the EGM. A Nominee Company shall contact ShareWorks, according to the details set out below and are required to provide the following documents to the Company, not less than twenty-four (24) hours before the time appointed for holding the Meeting or at any adjournment thereof:-


- i. Form of Proxy under the Seal of the Nominee Company;
- ii. Copy of the Proxy's MyKad (front and back) / Passport; and
- iii. Proxy's email address and mobile phone number.

If a beneficial owner is unable to participate in the EGM, it is encouraged to request its Nominee Company to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

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The procedures for the RPV facilities in respect of the live streaming and remote voting at the EGM are as follows:-

Procedure	Action
<b>Before the EGM</b>	
<p>1. Register as participant for the EGM</p> 	<ul style="list-style-type: none"> <li>• Using your computer, access the registration website at <a href="https://rebrand.ly/SymphonyLifeEGM">https://rebrand.ly/SymphonyLifeEGM</a>.</li> <li>• If you are using mobile devices, you can also scan the QR provided on the left to access the registration page.</li> <li>• Click <b>Register</b> and enter your email followed by <b>Next</b> to fill in your details to register for the EGM session.</li> <li>• Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.</li> <li>• The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.</li> </ul>
<p>2. Submit your online registration</p>	<p>Members, who wish to participate and vote remotely at the EGM via RPV facilities, are required to register prior to the Meeting. The registration will open from Tuesday, 7 November 2023 and close on Thursday, 23 November 2023.</p> <ul style="list-style-type: none"> <li>• Clicking on the link mentioned in item 1 will redirect you to the EGM event page. Click on the <b>Register</b> link for the online registration form.</li> <li>• Complete your particulars in the registration page. Your name <b>MUST</b> match your CDS account name (not applicable for proxy).</li> <li>• Insert your CDS account number(s) and indicate the number of shares you hold.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Please ensure all information given is accurate before you click <b>Submit</b> to register your remote participation. Failure to do so will result in your registration being rejected.</li> <li>• System will send an email to notify that your registration for remote participation is received and will be verified.</li> </ul> <p>After verification of your registration with the General Meeting Record of Depositors of the Company as at 17 November 2023, the system will send you an email to notify you if your registration is approved or rejected after 18 November 2023.</p> <ul style="list-style-type: none"> <li>• If your registration is rejected, you can contact the Company's Poll Administrator for clarifications.</li> </ul>

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<b>On the day of EGM</b>		
3.	Attending EGM	<ul style="list-style-type: none"> <li>Two reminder emails will be sent to your inbox. First email will be sent one day before the date of the EGM, while the second email will be sent one (1) hour before the commencement of the EGM session.</li> <li>Click <b>Join Event</b> in the reminder email to participate in the RPV.</li> </ul>
4.	Participate with live video	<ul style="list-style-type: none"> <li>You will be given a short brief about the system.</li> <li>Your microphone is muted throughout the whole session.</li> <li>If you have any questions for the Chairman/Board, you may use the <b>Q&amp;A panel</b> to send in your questions. The Chairman/Board will try to respond to the relevant questions if time permits.</li> <li>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
5.	Online Remote Voting	<ul style="list-style-type: none"> <li>The Chairman will announce the commencement of the voting session and the duration allowed at the EGM.</li> <li>A link to vote for the resolution(s) will be posted at the right-hand side of your computer screen under "<b>chat</b>". You are required to access the link and to indicate your votes for the resolutions within the given stipulated time frame. Click on the <b>Submit</b> button when you have completed.</li> <li>Votes cannot be changed once it is submitted.</li> </ul>
6.	End of RPV Facility	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the EGM, the live session will end.</li> </ul>

## 4. REVOCATION OF PROXY

- 4.1 If you have submitted your Form of Proxy prior to the Meeting and subsequently decide to participate in the Meeting yourself, please write in to [ir@shareworks.com.my](mailto:ir@shareworks.com.my) to revoke the appointment of your proxy(ies) at least twenty-four (24) hours before the EGM. On revocation, your proxy(ies) would not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

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### 5. PROCEDURES DURING EGM

- 5.1 No recording or photography of the Meeting proceedings is allowed without prior written permission of the Company.

### 6. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE EGM

- 6.1 The Board of Directors (“Board”) will endeavour to respond to the questions submitted via the messaging window to the extent where time permits.
- 6.2 Alternatively, you may also submit your questions in advance to Mr. Alan Chan Chee Ming, the Company Secretary at [alan.chan@symphonylife.my](mailto:alan.chan@symphonylife.my) no later than 11.00 a.m. on Monday, 20 November 2023 and the Board will endeavour to address the questions submitted during the EGM.
- 6.3 Priority will be given to questions which were submitted ahead of the EGM. Questions which are not related to the EGM will not be answered by the Board.

### 7. VOUCHERS OR DOOR GIFTS

- 7.1 There will be no distribution of voucher(s) or door gift(s) to shareholders/proxies who participate in the EGM since the Meeting is being conducted on a virtual basis.

### 8. ENQUIRY

- 8.1 If you have any enquiries prior to the EGM, please contact the following officers during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):-

For registration, logging in and system related:-

**InsHub Sdn. Bhd.**

Name : Ms. Eris/Mr. Calvin

Tel : +603 7688 1013

Email : [vqm@mlabs.com](mailto:vqm@mlabs.com)

For proxy and other matters:-

**ShareWorks Sdn. Bhd.**

Name : Mr. Kou/Mr. Chan

Tel : +603 6201 1120

Email : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)



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- 8.2 The Company may be required to make changes to the administration and arrangement of the EGM on short notice as it deems necessary. Hence, kindly check the Company's website at [www.symphonylife.my](http://www.symphonylife.my) or announcements on the latest update on the status of the EGM.