



## SIGNATURE INTERNATIONAL BERHAD

Registration No. 200601034359 (754118-K)  
(Incorporated in Malaysia)

### SEVENTEENTH ANNUAL GENERAL MEETING

#### ADMINISTRATIVE GUIDE

Day & Date	: Monday, 10 June 2024
Time	: 9.30 a.m.
Broadcast Venue	: Auditorium of Signature International Berhad at Lot No. 24, Jalan Teknologi, Taman Sains Selangor 1, Kota Damansara, PJU 5, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Meeting Platform	: TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>

#### MODE OF MEETING

The Seventeenth Annual General Meeting (“17<sup>th</sup> AGM”) will be conducted **virtually through live streaming from the Broadcast Venue and online remote voting** via Remote Participation and Voting (“RPV”) facilities.

The Broadcast Venue 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 of the meeting. Member(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the 17<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

#### RPV FACILITIES

Members/proxies/corporate representatives/attorneys are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 17<sup>th</sup> AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedures for RPV facilities.

Members who appoint proxy(ies) to participate via RPV facilities in the 17<sup>th</sup> AGM must ensure that the duly executed Proxy Form is deposited in hard copy form or by electronic means with Tricor **not later than Saturday, 8 June 2024 at 9.30 a.m.**

Authorised representatives of corporate members must deposit their **original or duly certified** certificate of appointment of authorised representative to Tricor to participate in the 17<sup>th</sup> AGM via RPV facilities.

Attorneys appointed by the power of attorney are required to deposit their power of attorney with Tricor’s office **not later than Saturday, 8 June 2024 at 9.30 a.m.** to participate in the 17<sup>th</sup> AGM via RPV facilities.

**A member who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate in the 17<sup>th</sup> AGM via RPV facilities must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 17<sup>th</sup> AGM of the Company is a virtual AGM, members who are unable to participate in this 17<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

## PROCEDURES FOR RPV FACILITIES

Members/proxies/corporate representatives/attorneys who wish to participate in the 17<sup>th</sup> AGM remotely using the RPV facilities are required to follow the requirements and procedures as summarised below:-

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online website	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tjih.online">https://tjih.online</a>. Register as a user under the "e-Services" by selecting "<b>Create Account by Individual Holder</b>". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved <b>within one working day</b> and you will be notified via email.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online website.</li> </ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li><b>Registration is open from Tuesday, 30 April 2024 until the day of 17<sup>th</sup> AGM on Monday, 10 June 2024.</b></li> <li>Members/proxies/attorneys/authorised representatives are required to pre-register their attendance for the 17<sup>th</sup> AGM to ascertain their eligibility to participate in the 17<sup>th</sup> AGM using the RPV facilities.</li> <li>Login with your user ID and password and select the corporate event: "<b>(REGISTRATION) SIGN 17TH AGM</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select "Register for Remote Participation and Voting".</li> <li>Review your registration and proceed to register.</li> <li>TIIH Online system will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>31 May 2024</b>, the system will send you an <b>e-mail to approve your registration after 8 June 2024</b> for remote participation and the procedures to use the RPV facilities as detailed therein. In the event your registration is not approved, you will also be notified via email.</li> </ul> <p><i>Note: Please allow sufficient time for the approval as a new user of TIIH Online as well as the registration for RPV facilities, in order for you to login to TIIH Online and participate in the 17<sup>th</sup> AGM remotely.</i></p>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIIH Online website	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 17<sup>th</sup> AGM at any time from <b>8.30 a.m.</b> i.e. 1 hour before the commencement of the 17<sup>th</sup> AGM on <b>Monday, 10 June 2024 at 9.30 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: "<b>(LIVE STREAM MEETING) SIGN 17TH AGM</b>" to participate the 17<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 17<sup>th</sup> AGM. If there is time constraint, the responses will be published at the Company's website at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>9.30 a.m. on Monday, 10 June 2024</b> until a time when the Chairman announces the end of the voting session.</li> <li>Select the corporate event: "<b>(REMOTE VOTING) SIGN 17TH AGM</b>" or if you are on the live stream meeting page, you can select "<b>GO TO REMOTE VOTING PAGE</b>" button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 17<sup>th</sup> AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**PROCEDURE FOR ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to submit your Proxy Form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
<b>1. Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online website	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" by selecting "<b>Create Account by Individual Holder</b>". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: "<b>SIGN 17TH AGM - SUBMISSION OF PROXY FORM</b>".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman of the meeting as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul>
<b>2. Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online website	<ul style="list-style-type: none"> <li>• Access TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within 1 to 2 working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: "<b>SIGN 17TH AGM - SUBMISSION OF PROXY FORM</b>".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## POLL VOTING

The voting at the 17<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members can proceed to vote on the resolution at any time from **9.30 a.m.** on **Monday, 10 June 2024** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above “Procedures for RPV Facilities” for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 17<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions to the Board in advance of the 17<sup>th</sup> AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically not later than **Saturday, 8 June 2024** at **9.30 a.m.**. The Board will endeavor to answer the questions received at the 17<sup>th</sup> AGM.

## ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **31 May 2024** shall be entitled to attend, speak and vote at the 17<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

## NO DOOR GIFT / FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 17<sup>th</sup> AGM since the meeting is being conducted on a virtual basis.

## NO RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 17<sup>th</sup> AGM of the Company.

## ENQUIRY

If you have any enquiries on the above, please contact Tricor during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		<b>Contact Details</b>
	General Line	603-2783 9299
	Fax Number	603-2783 9222
	Email	<a href="mailto:ls.enquiry@my.tricorglobal.com">ls.enquiry@my.tricorglobal.com</a>