

# SUNWAY

## HEALTHCARE

### SUNWAY HEALTHCARE HOLDINGS BERHAD

Registration No. 202101000296 (1400594-U)

#### ADMINISTRATIVE NOTES FOR THE EXTRAORDINARY GENERAL MEETING (“EGM” or “Meeting”)

|                      |  |
|----------------------|--|
| <b>Date</b>          | : <b>Monday, 29 June 2026</b>  |
| <b>Time</b>          | : <b>3:00 p.m.</b>   |
| <b>Meeting Venue</b> | : <b>Lagoon 1, Level 15, Sunway Resort Hotel, Persiaran Lagoon, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia</b> |

#### ENTITLEMENT TO ATTEND AND VOTE AT THE MEETING

Only Shareholders whose names appear in the Record of Depositors (“**ROD**”) of Sunway Healthcare Holdings Berhad (“**SHH**” or “**Company**”) as at **18 June 2026** shall be entitled to attend and vote at the EGM or appoint proxy(ies)/corporate representative(s) to attend on his/her/their behalf.

If you are not able to attend the EGM, you are encouraged to appoint a proxy or the Chairperson of the Meeting (“**Chairperson**”) as your proxy and indicate the voting instructions in the Proxy Form. Please submit your proxy form in accordance with the notes and instructions stated in the notice of the EGM.

Please take note that transaction or contract notes in relation to your trade in shares of SHH **will not** be accepted for registration and attendance at the Meeting. For the avoidance of doubt, **only the ROD as at 18 June 2026 will be the basis of verifying eligibility of attendance.**

#### REGISTRATION

- Registration will commence at **1:00 p.m.** and **will close 20 minutes after commencement of the Meeting**, or at such time as may be determined by the Chairperson. You are advised to be punctual to avoid disrupting the proceedings of the Meeting.
- Please produce your **ORIGINAL National Registration Identity Card (“NRIC”)** or **Passport (for non-Malaysians)** during registration for verification purposes. **Photocopies of NRICs or Passports will not be accepted.**
- Registration must be done in person. You are **NOT** allowed to register on behalf of another person, even with the original NRIC/passport of that other person.
- If you are attending the Meeting as a Shareholder and a proxy, you only need to register **ONCE**. Attendance will be recorded and an identification wristband will be provided to you at the registration counter.
- Entry into the Meeting hall is **strictly by identification wristband only**. **No replacement wristband** will be issued in the event it is lost, misplaced or stolen. You will be allowed to enter the Meeting hall from 2:00 p.m. onwards.
- A unique QR code will be generated for you to scan and access the e-polling system using your personal device.

#### HELP DESK COUNTER

The registration counters will only handle verification of shareholdings and registrations. For any other enquiries or clarification related to the registration process, please proceed to the Help Desk counter for assistance.

The Help Desk counter will also handle revocation of proxy appointments.

#### APPOINTMENT OF PROXY

- You may submit your proxy form to the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd (“**Boardroom**”), at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 24 hours before the time appointed for holding the EGM or any adjournment thereof, either by hand, post or email to [bsr.proxy@boardroomlimited.com](mailto:bsr.proxy@boardroomlimited.com). You also have the option to lodge the appointment of proxy electronically via the “Boardroom Smart Investor Portal (“**BSIP**”)” at <https://investor.boardroomlimited.com> (“**e-Proxy Lodgement**”) no later than Sunday, 28 June 2026 at 3:00 p.m..

## Appointment of proxy via BSIP:

### Step 1 - Register online with BSIP (for first-time registration only)

*Note: If you have already signed up with BSIP, you are **NOT** required to register again. You may proceed to Step 2.*

- Access the website at <https://investor.boardroomlimited.com>.
- Click "**Register**" to sign up as a user.
- Please select the account type i.e. sign up as "**Individual Shareholder**" or "**Corporate Holder**".
- Please complete the registration by providing all required information. Upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorisation letter (You may download the template of the authorisation letter in BSIP).
- Please enter a valid mobile number, email address and password.
- Click "**Sign Up**".
- You will receive an email from BSIP Online for email address verification. Click "**Verify Email Address**" in the email you received to continue with your registration.
- Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number.
- Click "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click "**Enter**" to complete the process.
- Once your mobile number is verified, registration of your new BSIP account will proceed to the final verification step.
- You will receive an email notifying you of the approval of your BSIP account within 1 business day.
- You can log in to BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have registered to proceed with the next step.

### Step 2 - Appointment of Proxy

#### Individual and Corporate Shareholder

- Log in to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- From the list of Meeting Event(s), select "**SUNWAY HEALTHCARE HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING**" and click "**Enter**".
- Click "**Submit eProxy form**".
- Enter your CDS account number and the number of shares held.
- Select your proxy - either the Chairman of the Meeting or individual(s).
- Read and accept the Terms and Conditions and thereafter, click "**Next**".
- Enter the required particulars of your proxy(ies).
- Indicate your voting instructions - **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) act on his/her discretion, please indicate **DISCRETIONARY**.
- Review and confirm the appointment of your proxy(ies). Click "**Apply**".
- Download or print the eProxy Form as acknowledgement.

#### Authorised Nominee and Exempt Authorised Nominee (via BSIP)

- Log in to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- From the list of Meeting Event(s), select "**SUNWAY HEALTHCARE HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING**" and click "**Enter**".
- Click "**Submit eProxy form**".
- Select the company you would like to represent (if more than one).
- Proceed to download the file format for "**Submission of Proxy Form**" from BSIP.
- Prepare the file for the appointment of proxy(ies) by inserting the required data.
- Proceed to upload the duly completed proxy(ies) appointment file.
- Review and confirm the appointment of your proxy(ies) and click "**Submit**".
- Download or print the eProxy Form as acknowledgement.

*Note: If you are the authorised representative(s) for more than 1 authorised nominee/ exempt authorised nominee/ corporate shareholder, please click the home button and select "**Edit Profile**" to add the company's name.*

- (b) If you wish to attend the EGM in person, please do not submit any proxy form. You will not be allowed to attend the EGM together with a proxy appointed by you.

## REVOCAION OF PROXY

If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or wish to attend the Meeting in person, you may revoke the appointment of proxy(ies) at least 24 hours before the Meeting i.e. not later than Sunday, 28 June 2026 at 3:00 p.m.. The steps for the revocation of the eProxy Form or hard copy Proxy Form are as follows:

| eProxy Form   | Hard copy Proxy Form  |
|---|---|
| <ul style="list-style-type: none"><li>➤ Click “Meeting Event” and enter “SUNWAY HEALTHCARE HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING”.</li><li>➤ Go to “Submitted eProxy Form list” and click “View” for the eProxy Form.</li><li>➤ Click “Cancel/Revoke” at the bottom of the eProxy Form.</li><li>➤ Click “Proceed” to confirm.</li></ul> | Please write in to <a href="mailto:bsr.proxy@boardroomlimited.com">bsr.proxy@boardroomlimited.com</a> to revoke the appointment of proxy/proxies. |

Alternatively, you may proceed to the Help Desk counter on the day of the EGM to revoke the appointment of proxy. Upon revocation, proxy/ proxies appointed earlier will not be allowed to participate at the EGM. In such event, you should advise your proxy/ proxies accordingly.

## VOTING PROCEDURES

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”), all resolutions set out in the Notice of the EGM will be put to a vote by poll. The Company has appointed Boardroom as its Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and SKY Corporate Services Sdn Bhd as the Independent Scrutineers (“Scrutineers”) to verify and validate the poll results.

You may proceed to vote on the resolutions using one of the following methods:

- (i) Scanning the QR code given to you during the registration process using your own personal device; or
- (ii) Using the e-polling kiosk provided by Boardroom at the meeting hall.

For the EGM, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result report upon closure of the poll session by the Chairperson. Thereafter, the Chairperson will announce and declare the results.

## CIRCULAR/ STATEMENT TO SHAREHOLDERS

- (a) The Circular/ Statement to Shareholders dated 5 June 2026 in relation to the (i) Proposed Shareholders’ Ratification and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and (ii) Proposed New Share Buy-Back Authority is available on SHH’s website at <https://www.sunwayhealthcaregroup.com/shareholder-meetings/> under the section of “EGM” and Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of SHH.
- (b) In support of our sustainability efforts and commitment to reduce environmental impact, **only a limited number of printed copies of the Circular/ Statement will be provided to the shareholders during the EGM, on a first-come first-served basis.** You are encouraged to access the digital version, which is readily available online. We appreciate your support in promoting environmental sustainability.
- (c) If you wish to request for a printed copy, please submit your request to Boardroom Share Registrars Sdn Bhd by completing the Request Form which is available on SHH’s website at <https://www.sunwayhealthcaregroup.com/shareholder-meetings/> under the section of “EGM” or login to Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> and select “Request Annual Report and Circular” under “Investor Services” to submit your request.
- (d) The printed copy of the Circular/ Statement to Shareholders will be delivered to you by ordinary post as soon as practicable from the date of receipt of your request.

## NO DOOR GIFTS/VOUCHERS

There will be **NO** door gifts/ vouchers for Shareholders/ proxies/ corporate representatives who participate in the Meeting.

## NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography of the EGM are strictly prohibited. Any recording and/or photography that is shared, published, or distributed on social media or other platforms may result in legal action, and we reserve the right to claim damages. We further reserve the right to require the removal of any unauthorised photographs or recordings.

## REFRESHMENT

Food pack can be redeemed after registration at a designated counter. Vegetarian options are limited and will be available on a first-come, first-served basis.

Each Shareholder and/or proxy attending the EGM will be entitled to only 1 food pack. Where a Shareholder and/or proxy is also appointed as proxy for different Shareholders to attend the Meeting, he/ she will only be entitled to 1 food pack regardless of the number of Shareholders he/ she is representing.

### PERSONAL BELONGINGS

Please take care of your personal belongings. The Company will not be held responsible for any item that has gone missing/ been stolen.

### COMPLIMENTARY PARKING

Sunway City Kuala Lumpur uses a Smart Parking System which is a ticketless and cashless payment parking system.

You may redeem complimentary parking at the Parking Redemption Counter if you park your vehicle in the following car park locations only:

- (i) Sunway Resort Hotel; or
- (ii) Sunway Pyramid Mall; or
- (iii) Sunway Pyramid Hotel; or
- (iv) Sunway Lagoon Hotel.

The complimentary parking shall be redeemed exclusively via Sunway Super App. Please proceed to the Parking Redemption Counter to register your vehicle's license plate number. To expedite the redemption of the complimentary parking, please download and activate the "**Sunway Super App**" in your mobile device prior to the EGM. The redemption will be made digitally, and no physical parking ticket will be issued. Failure to provide a correct car license plate number will result in you not being able to exit the car park, and you will need to pay the parking fee. Please note that the Company may be **UNABLE** to reimburse your parking charges for the aforementioned car park locations if the parking charges are incurred through third-party applications.

The Company will **NOT** provide cash reimbursements for parking charges incurred by you if you park your vehicle at other car park locations or use the valet parking service at Sunway City Kuala Lumpur.

Please scan the QR code below to download the Sunway Super App:



### SUBMISSION OF QUESTIONS

You may submit questions in relation to the agenda items of the EGM prior to the Meeting not later than Sunday, 28 June 2026 via email to [shgir@sunwayhealthcare.com](mailto:shgir@sunwayhealthcare.com) or Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password created with BSIP. Please select "**SUBMIT QUESTION**" to submit the questions electronically.

The Chairperson/ Board/ Management will endeavour to respond to the questions submitted during the EGM. All the answers to the questions raised will be published on SHH's website at <https://www.sunwayhealthcaregroup.com/shareholder-meetings/> under the section of "EGM", within 30 business days from the EGM.

### PERSONAL DATA PRIVACY

By registering for the electronic voting and/or submitting the instrument(s) appointing proxy(ies) and/or representative(s), the Shareholder has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The Shareholder agrees that he/ she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages due to the Shareholder's breach of warranty.

### ENQUIRIES

If you have any enquires relating to the Meeting, please contact Boardroom during office hours from Mondays to Fridays (8:30 a.m. to 5:30 p.m.), except on public holidays:

Address: 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
General Line: 603-7890 4700 (Helpdesk)  
Fax Number: 603-7890 4670  
Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)