ADMINISTRATIVE GUIDE

for the Extraordinary General Meeting of Sime Darby Berhad

A. Mode of Meeting

1. The **Extraordinary General Meeting** ("**EGM**") of the Company will be conducted in a **hybrid format** (physical and virtual).

2. The date, time and venue of the EGM are as follows:

EGM			
Date: Thursday, 12 November 2026	**Time**: 12:30 p.m. or immediately following the conclusion or adjournment (as the case may be) of the Twentieth Annual General Meeting, whichever is later, or at any adjournment, which is scheduled to be held at the same venue and on the same day at 10:00 a.m.	(a) **Main Venue**: Kuala Lumpur Convention Centre, Ballroom 1, Level 3, East Wing, Jalan Pinang, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia. (b) **Virtual Meeting Platform**: Vistra Share Registry and IPO (MY) portal ("**Vistra SRMY Portal**") at https://srmy.vistra.com with remote participation and voting ("**RPV**") facilities	**Poll Administrator**: Vistra Investor & Issuing House Services Sdn Bhd (formerly known as Tricor Investor & Issuing House Services Sdn Bhd) ("**Vistra**") **Scrutineers:** Coopers Professional Scrutineers Sdn Bhd ("**CPS**")

3. You are given options, either:

   (i) to attend physically at the Main Venue ("**Physical Attendance**"); or
   (ii) to attend virtually using the RPV facilities provided by Vistra at https://srmy.vistra.com ("**Virtual Attendance**").

B. Entitlement to Participate and Vote

1. Only shareholders whose names appear in the Record of Depositors ("**ROD**") as at **4 November 2026** shall be eligible to participate at the EGM.

2. If you are unable to participate at the EGM, you may:

   (i) Appoint proxy/proxies to participate and vote on your behalf; or
   (ii) Appoint the Chairman as your proxy to vote on your behalf.

3. Please refer to Section E for further information in relation to the appointment of proxy.

C. Meeting Participation

1. **Physical Attendance**

   (i) Shareholders who wish to attend the EGM on Thursday, 12 November 2026 physically are required to register for the meeting at the Main Venue.
   (ii) Registration will commence at **8:00 a.m.**
   (iii) Please refer to the signage provided to identify the appropriate registration counter for your category and join the queue accordingly.

(iv) Kindly present your **original Identity Card** ("**IC**") or **passport** to the registration staff for verification. Please ensure that you collect your IC/passport immediately after verification.
(v) Upon verification, you are required to write your name and sign on the attendance list placed on the registration table.
(vi) Registration must be completed **in person**. No individual will be permitted to register on behalf of another person, even with the original IC or passport of that person.
(vii) You will be issued **one (1) identification wristband** printed with a passcode. Admission to the meeting room is strictly limited to shareholders wearing the wristband. Please retain the wristband for voting purposes. No replacement wristband will be issued in the event of loss or misplacement.
(viii) The registration counter will handle matters relating to identity verification, registration and revocation of proxy/proxies. For any assistance, please approach the Help Desk located next to the registration counter.
(ix) If you have registered to attend the meeting virtually via the RPV facilities but subsequently decide to attend in person, the registration staff will guide you on the registration process and the submission of your votes during the voting session.

2. **Virtual Attendance**

The RPV facilities will be available for registration from Wednesday, 28 October 2026, and will remain open until the conclusion of the poll voting session at the EGM on Thursday, 12 November 2026.

Kindly follow the steps below:

Before Meeting Day

(a) **First Time User of Vistra SRMY Portal**

(i) Visit https://srmy.vistra.com.
(ii) Click "**Register**" to sign up for a user account and select the correct account type whether "**Individual Holder**" or "**Representative of Corporate Holder**".
(ii) Complete the registration with all required information and click "**Register**". For guidance, refer to the tutorial guide available on the homepage.
(iv) You will receive an email from Vistra SRMY Portal for email verification. Click "**Verify E-mail Address**" from the email received to proceed with the registration.
(v) Upon verification, your registration will be reviewed and approved within one (1) working day, followed by a confirmation email once approved.
(vi) Upon receiving the confirmation, activate your account by creating a password. You can then login at Vistra SRMY Portal at https://srmy.vistra.com with the email address and password created to proceed with the next step.

(b) **Existing User of Vistra SRMY Portal**

(i) Visit https://srmy.vistra.com.
(ii) Login with your email address and password.
(iii) Click "**Corporate Event**" and go to "**SIME DARBY BERHAD EGM**".
(iv) Click on the three dots (⋮) menu on the right side of the corporate event and select "**Registration**".
(v) Read and check the box to accept the Terms & Conditions and Declaration.
(vi) Review your details and submit your registration.
(vii) Go to "**Submission History**" for registration record.
(vii) Upon system verification against the ROD as at 4 November 2026, you will receive an email notifying you whether your remote participation registration has been approved or rejected.

Note: Please allow sufficient time for approval as a new user of Vistra SRMY Portal and RPV facilities.

On Meeting Day

(i) Visit https://srmy.vistra.com.
(ii) Login with your email address and password.
(iii) Select "**Today's Event**" and go to "**SIME DARBY BERHAD EGM**" to join and participate in the meeting proceedings remotely.
(iv) The meeting platform will open for login from **11:30 a.m. on Thursday, 12 November 2026**, i.e., one (1) hour before the commencement of the EGM.

Important Notes:

1. *The quality of your connection to the live broadcast depends on the bandwidth, speed, and stability of your internet connection, as well as the device you use.*
2. *If you encounter any difficulties with logging in, connecting to the live-streamed meeting, or voting online during the meeting, please contact Vistra's Help Line for assistance at: 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 Email: is.enquiry@vistra.com*

D. Poll Voting

(i) The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed **Vistra** as the **Poll Administrator** to conduct the poll by way of electronic voting and **CPS** as the **Scrutineers** to verify the poll results.

(ii) Shareholders, proxies, corporate representatives, and attorneys attending the EGM in person at the Main Venue may cast their votes after the conclusion of deliberations on all items of business. Voting will be conducted via the Vistra e-Vote application, accessible through designated voting kiosks equipped with tablets. Each attendee will be guided to the appropriate kiosk and must use their personalised wristband issued during registration which contains a unique passcode for authentication.

(iii) Shareholders, proxies, corporate representatives, and attorneys who attend virtually may proceed to vote on the resolutions from the commencement of the EGM at 12:30 p.m. on Thursday, 12 November 2026 until the end of the voting session which will be announced by the Chairman.

Virtual Attendance	Physical Attendance
• Once the voting is open, visit https://srmy.vistra.com. • Login with your email address and password • Select "**Today's Event**" and go to "**SIME DARBY BERHAD EGM**". • If you are on the live stream meeting page, the voting panel will appear next to the video screen. • If you are joining via a mobile device, the voting page will appear below the Query Box. • Indicate your vote for each resolution. • Confirm and submit your votes.	Once the Chairman declares the voting session is open, submit your vote at the kiosks provided by the Poll Administrator.

(iv) Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chaiman's declaration whether the resolutions are duly passed.

E. Lodgement of Proxy Form

1. The duly completed Proxy Form must be deposited at Vistra's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan. Alternatively, the form may be submitted via the Drop-in Box located at Unit G-3, Ground Floor, Vertical Podium, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

2. You may also submit the Proxy Form electronically. Please refer to the following procedures to submit your Proxy Form electronically:

   (i) Go to Vistra SRMY Portal at https://srmy.vistra.com.
   (ii) Login your account using your email address and password.
   (iii) Select "**Corporate Event**" and go to "**SIME DARBY BERHAD EGM**".

Individual Shareholders	Corporation or Institutional Shareholders
• Click on the three dots (⋮) menu on the right side of the corporate event and select "**Submission of Proxy Form**". • Read and check the box to accept the Terms & Conditions and Declaration. • Indicate the total number of shares assigned to your proxy/proxies to vote on your behalf. • Insert the required particulars of your proxy/proxies or select the Chairman of the Meeting • Indicate your voting instructions – **FOR**, **AGAINST** or **ABSTAIN**. • Go to "**Submission History**" and download or print a copy of the proxy form for your record.	• Click on the arrow icon (>) at the end of the corporate event and select "**Submission of Proxy Form**". • Read and check the box to accept the Terms & Conditions and Declaration. • Select the corporate holder's name. • Download the submission file. • Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded file template. • Proceed to upload the duly completed proxy appointment file. • Review and confirm your proxy/proxies appointment and click "**Confirm**" to complete the submission. • Go to "**Submission History**" and download or print a copy of the proxy form for your record.

3. All Proxy Forms and documents relating to the appointment of proxy/proxies or attorney or authorised corporate representatives for the EGM whether in hard copy or by electronic means must be deposited with or submitted to Vistra no later than 12:30 p.m. on Wednesday, 11 November 2026.

F. Revocation of Proxy

1. If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or if you wish to participate at the EGM yourself, please revoke the appointment of proxy/proxies at least 48 hours prior to the EGM. Please write in to is.enquiry@vistra.com to revoke the appointment of proxy/proxies.

2. Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the EGM. In such circumstances, you should advise your proxy/proxies accordingly.

G. Submissions of Questions

1. **Prior to the EGM**

Shareholders and proxies may submit questions before the EGM by logging in to Vistra SRMY Portal at https://srmy.vistra.com no later than **Wednesday, 11 November 2026 at 12:30 p.m.** and follow the steps below:

(i) Select "**Corporate Event**" and go to "**SIME DARBY BERHAD EGM**".
(ii) Click on the three dots (⋮) menu on the right side of the corporate event and select "**Submission of Question**".
(iii) Read and check the box to accept the Terms & Conditions and Declaration.
(iv) Type in your question and click "**Confirm**" to submit.

Alternatively, you may also send your questions for the EGM to the following email address no later than Wednesday, 11 November 2026 at 12:30 p.m.

Investor Relations: investor.relations@sime.com

2. **During the EGM**

Shareholders, proxies, and corporate representatives attending the EGM in person may ask questions directly during the meeting. Those participating virtually may submit their questions via the designated query box.

H. Circular to Shareholders

1. The Circular to Shareholders ("Circular") is available on the Company's website at https://www.sime.com/investor-relations/shareholder-and-dividend-info/general-meeting/egm-2026/ and on Bursa Malaysia Securities Berhad's website at https://www.bursamalaysia.com/ under the Company's announcements.

2. In support of the Company's commitment to sustainability and environmental responsibility and to reduce paper consumption, no printed copy of the Circular will be distributed at the Main Venue. Shareholders are encouraged to access the digital version of the Circular.

3. Should you require a printed copy, you may request one through Vistra SRMY Portal at https://srmy.vistra.com by selecting "**Request Annual Report/Circular**" under "**Investor Services**". Alternatively, you may complete the **Request Form** which is available on the Company's website at https://www.sime.com/investor-relations/shareholder-and-dividend-info/general-meeting/egm-2026/ and submit it to our Share Registrar, Vistra's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

I. Door Gift

There will be **no distribution of door gifts** to shareholders and proxies who participate at the EGM, whether attending physically or virtually.

J. Recording or Photography

No part of the EGM proceedings may be recorded, photographed, stored, reproduced, transmitted, or uploaded in any form or platform without the Company's prior written consent. Legal action may be taken against anyone who violates this rule.

K. Other Information for Physical Attendance at the EGM

1. **Health and Safety Measures**

(i) The health and safety of shareholders, proxies and other attendees remain a priority of the Company. Attendees are requested to observe all safety instructions and directions issued by the Company, the meeting venue and their respective personnel while at the meeting venue.

(ii) All shareholders, proxies and invited guests attending the EGM physically at the Main Venue must be medically fit to do so. If you are experiencing any symptoms of illness or have tested positive for COVID-19 or Influenza, you are strongly advised not to attend the EGM physically. Instead, you may participate the meeting virtually via the RPV facilities. The Company reserves the right to deny entry or take necessary action against any individual who fails to comply with the prescribed health and safety protocols at the Main Venue.

2. **Parking**

(iii) Please note that parking facilities at and around the meeting venue are subject to availability and the prevailing parking charges. The Company will not reimburse any parking costs incurred by shareholders and proxies attending the meeting.

(iv) Shareholders and proxies are encouraged to plan their journey in advance and consider using public transportation or other alternative modes of transport.

L. Enquiry

If you have any enquiries relating to the above, please contact our Share Registrar, Vistra**,** during office hours from **Monday to Friday, 9:00 a.m. to 5:30 p.m.** (except public holidays):

Vistra Investor & Issuing House Services Sdn. Bhd.
(formerly known as Tricor Investor & Issuing House Services Sdn Bhd)
General Line: +603-2783 9299
Email: is.enquiry@vistra.com

Contact Persons:

- **Mr Tew Jiang Shen**
  Tel: +603-2783 9281 | Email: jiang.shen.tew@vistra.com
- **Ms Lim Lay Kiow**
  Tel: +603-2783 9232 | Email: lay.kiow.lim@vistra.com

LOCATION MAP

