



ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE FULLY VIRTUAL FIFTY-EIGHTH (“58TH”) ANNUAL GENERAL MEETING (“AGM” OR “MEETING”)

In view of the Conditional Movement Control Order (“CMCO”) for Selangor, Kuala Lumpur and Putrajaya enforced from 14 October 2020 to 27 October 2020 and the subsequent announcement of the extension of the CMCO to 9 November 2020, and in the interest of the health and safety of all stakeholders, the Company has decided to conduct its 58th AGM in full virtual manner. All shareholders are welcomed to participate in our 58th AGM remotely via live streaming and online voting using Remote Participation and Electronic Voting (“RPEV”) facilities by registering online with Boardroom Smart Investor Portal at <https://boardroomlimited.my>.

Pursuant to the Guidance Notes on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, there will be no physical AGM venue for a fully virtual general meeting and the only venue involved is the Broadcast Venue where only essential individuals are permitted to be physically present to organise the fully virtual AGM. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the main venue of the AGM shall be in Malaysia and the Chairman shall be present at the main venue of the AGM. **No shareholders/proxies will be allowed to be physically present at the Broadcast Venue of the AGM.**

Day, Date : Monday, 23 November 2020
Time : 10.30 a.m.
Meeting Platform : <https://web.lumiagm.com>
Broadcast Venue : Auditorium, Ground Floor, Menara Hong Leong
No. 6, Jalan Damanlela, Bukit Damansara
50490 Kuala Lumpur
Malaysia

ANNUAL REPORT 2020, CORPORATE GOVERNANCE REPORT 2020 AND CIRCULAR TO SHAREHOLDERS 2020

We are pleased to inform you that the following reports of Southern Steel Berhad (“SSB”) are available and can be downloaded from SSB’s website at www.southsteel.com/gm-current:

1. Annual Report 2020;
2. Corporate Governance Report 2020;
3. Circular to Shareholders in relation to the Proposed Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“Circular to Shareholders 2020”);
4. Notice of AGM;
5. Form of Proxy; and
6. Administrative Notes.

In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the Annual Report 2020 and Circular to Shareholders 2020. However, should you require a printed copy of the Annual Report 2020 and/or Circular to Shareholders 2020, please complete the Request Form and return the same to the address stated therein.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only shareholders whose names appear in the Record of Depositors as at 13 November 2020, or their appointed proxy(ies), shall be entitled to participate and vote remotely at the AGM.

LODGEMENT OF FORM OF PROXY

If you are unable to attend the AGM via RPEV facilities on 23 November 2020 and wish to appoint a proxy(ies) or the Chairman of the Meeting to vote on your behalf, please deposit the duly executed Form of Proxy at the Registered Office of the Company at Level 31, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur or lodge electronically via email at cossec-hlmg@hongleong.com.my, not less than forty-eight (48) hours before the time appointed for holding of the Meeting or adjourned meeting.



If you wish to participate in the Meeting yourself, please do not submit any Form of Proxy for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.

If you have submitted your Form of Proxy prior to the AGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to cosec-hlmg@hongleong.com.my to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV)




Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the AGM.

If you participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

	Procedure	Action
BEFORE THE DAY OF THE AGM		
1.	Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit request for remote participation.]</p> <ul style="list-style-type: none"> (a) Access the website at https://boardroomlimited.my. (b) Click <Login> and click <Register> to sign up as a user. (c) Complete registration and upload a copy of your National Registration Identification Card (front and back) (for Malaysian members/proxies) or passport (for foreign members/proxies). (d) Please enter a valid email address and wait for Boardroom’s email verification. (e) An email notification will be provided after your registration is verified and approved.
2.	Submit Request for Remote Participation (User ID and Password) <i>Note: Shareholders are encouraged to register at least 48 hours before the commencement of the Meeting to avoid any delay in the registration process</i>	<p>Individual Shareholders</p> <ul style="list-style-type: none"> – Login to https://boardroomlimited.my using your user ID and password above. – Select “VIRTUAL MEETING” from main menu and select the correct Corporate Event “SOUTHERN STEEL BERHAD 58TH VIRTUAL AGM”. – Read and agree to the Terms & Conditions. – Enter your CDS Account Number and thereafter submit your request. <p>Corporate Shareholders</p> <ul style="list-style-type: none"> – Write in to BSR.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. – Please provide a copy of the Corporate Representative’s National Registration Identification Card (front and back) (for Malaysian members/proxies) or passport (for foreign members/proxies) as well as his/her email address.



		<p>Authorised Nominee and Exempt Authorised Nominee</p> <ul style="list-style-type: none"> - Write in to BSR.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number accompanied with the Form of Proxy to submit the request. - Please provide a copy of the Proxy Holder's National Registration Identification Card (front and back) (for Malaysian) or Passport (for non-Malaysian) as well as his/her email address. <p>Thereafter:</p> <ul style="list-style-type: none"> (a) You will receive a notification from Boardroom that your request has been received and is being verified. (b) Upon system verification against the Record of Depositors as at 13 November 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. (c) If your registration is approved, you will receive your remote access Meeting ID, user ID and password in the same email from Boardroom.
ON THE DAY OF THE AGM		
3.	<p>Login to Virtual Meeting Portal</p> <p><i>Note: You may login from 9.30 a.m., i.e. one (1) hour before the commencement of the 58th AGM on 23 November 2020</i></p>	<ul style="list-style-type: none"> (a) Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above). (b) The Meeting Platform can be accessed via one of the following methods:- <ul style="list-style-type: none"> ➤ Download the free Lumi AGM application from Apple App Store or Google Play Store; ➤ Scan the QR Code provided in the email notification; ➤ Access to Lumi AGM web portal via website at https://web.lumiagm.com (c) Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 2.
4.	Participate through live streaming	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <ul style="list-style-type: none"> (a) If you would like to view the live webcast, select the broadcast icon.  (b) If you would like to ask a question during the AGM, select the messaging icon.  (c) Type your message within the chat box, once completed click the send button.
5.	Online remote voting	<p>Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.</p> <p>To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>To change your vote, simply select another voting direction.</p> <p>If you wish to cancel your vote, please press "Cancel".</p>
6.	End of Participation	<ul style="list-style-type: none"> (a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled. (b) You can now logout from the Meeting Platform.



NO RECORDING OR PHOTOGRAPHY

Photography and recording of the AGM proceedings, vocal or audio-visual, are strictly prohibited.

INTERNET CONNECTION

Please ensure that you are connected to the internet at all times in order to participate and vote when the AGM commences as the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. It is your responsibility to ensure that the connectivity for the duration of the Meeting is maintained.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

Shareholders/proxies are encouraged to submit questions to the Board in advance of the AGM to IRelations@southsteel.com by 10.30 a.m. on 21 November 2020.

When sending in your questions, please provide us with the following details:

- (a) Full name
- (b) National Registration Identification Card/Passport Number
- (c) Number of shares held
- (d) CDS Account Number

Whilst the Company will endeavour to address all relevant questions received from the shareholders which are related to the agenda of the AGM, it may not be able to answer all questions from shareholders.

GENERAL ENQUIRY

For enquiries prior to the AGM or request for technical assistance to participate in the AGM, please contact the following during office hours:

Hong Leong Share Registration Services Sdn Bhd
Level 25, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur
Malaysia

Tel No.: 03-2088 8818
Fax No.: 03-2088 8990

Contact person: Mr Allan Tang Chin Heng
Email address: CHTang@hongleong.com.my

Contact person: Ms Lee Mun Yee
Email address: MYLee@hongleong.com.my

Boardroom Share Registrars Sdn. Bhd.
11th Floor, Menara Symphony
No. 5, Jalan Professor Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line: 03-7890 4700 (Helpdesk)
Fax No.: 03-7890 4670
Email address: BSR.Helpdesk@boardroomlimited.com

PERSONAL DATA NOTICE

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company consents to and/or warrants that he/she has obtained the consent of the appointed proxy/representative (as applicable) for the collection, use, disclosure and processing of such personal data by the Company, its agents and/or third party service providers for purposes of organising, conducting, facilitating and administering the AGM; for enabling access to, participation in and the exercise of shareholder rights by the member or the appointed proxy/member in the AGM; for communicating with the member; for preparing attendance lists, minutes of Meeting and any documents in relation to the AGM; and for the Company, its agents and/or third party service providers to comply with the requirements of applicable laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of the above warranty.