

POD Submission & Creditors' Meeting Guidelines

14 June 2023



Important Notice (1/2)

1. All the creditors will be required to submit the Proof of Debt (“POD”) to the **respective** Company in Liquidation, i.e.:
 - i. Serba Dinamik Holdings Berhad (In Liquidation) (“SDHB”);
 - ii. Serba Dinamik Group Berhad (In Liquidation) (“SDGB”);
 - iii. Serba Dinamik Sdn. Bhd. (In Liquidation) (“SDSB”); and
 - iv. Serba Dinamik International Ltd (In Liquidation) (“SDIL”)
2. You are **strongly encouraged** to submit the POD for claim(s) against the respective company in liquidation via the **Creditor Engagement Portal (“CEP”)** to expedite the entire POD verification process. However, if you opt for hardcopy submissions, you may deliver the documents to any of the following addresses:

Tricor Investor & Issuing House Services Sdn Bhd

Unit 32-01, Level 32, Tower A
Vertical Business Suite Avenue 3
Bangsar South, No.8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia

Subject: [Name of company in liquidation]
(example: Serba Dinamik Group Berhad (In Liquidation))

Tricor Customer Service Centre

Unit G-3, Ground Floor, Vertical Podium
Avenue 3, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia

Subject: [Name of company in liquidation]
(example: Serba Dinamik Group Berhad (In Liquidation))

3. You are required to submit **ONE(1) POD** for **EACH CURRENCY** of claims you have against **EACH company in liquidation**. For example, if you have claims in MYR and USD against SDHB and SDGB, you are required to submit a total of 4 PODs via the POD Portal, ie (i) SDHB_MYR; (ii) SDHB_USD; (iii) SDGB_MYR; and (iv) SDGB_USD.

Important Notice (2/2)

4. Any subsequent repeated submissions will be rejected. **You are only NOT allowed to do repeated submissions for the same currency for the same company in liquidation.** Therefore, please ensure your claim(s) is/are correct and complete with supporting documents before submissions.
5. **The deadline for POD submission is 23 August 2023 (Wednesday), 5.00p.m. (GMT+8).** Any late submissions of POD after the deadline will not be entertained.
6. Your participation in the POD exercise is crucial to ensure that your claim(s) is/are correctly reflected for the purposes of voting at the creditors' meetings.
7. It is important for you to submit your POD with complete and accurate information/supporting documents to substantiate your POD. If your claim(s) is/are verified to be accurate, your claim(s) will be admitted for the purposes of voting at the creditors' meeting.
8. However, if you fail to submit your POD for whatever reason within the stipulated timeline, your claim will not be considered for admission or rejection by the Liquidator for the purposes of voting at the creditors' meeting

Please refer to the following pages for the step-by-step guidelines to assist you in your POD submission.

Item checklist for Creditors' Meetings

No.	Documents	Purpose	Next steps	Deadline	Checkbox
1	Form 67: Notice of Meeting	<ul style="list-style-type: none"> Notice that the Liquidator is calling for a meeting of the creditors (Creditors' Meeting) 	<ul style="list-style-type: none"> Please read in detail and take note of the deadlines stated in the letter. 	N/A	<input checked="" type="checkbox"/>
2	i) Form 55: Proof of Debt ("POD") General Form ii) Supporting documents	Form 55 <ul style="list-style-type: none"> To proof your claims against the company in liquidation to the liquidator. Supporting documents <ul style="list-style-type: none"> Required to substantiate your claims 	<ul style="list-style-type: none"> Mandatory to fill and get attestation. Please lodge POD claims on CEP. Refer page 7 to 11 for more information. 	23 August 2023, 5pm (GMT+8) <i>(applicable to both Form 55 and supporting documents, regardless of mode of submission)</i>	<input type="checkbox"/>
3	Form 73: General Proxy	<ul style="list-style-type: none"> To appoint a proxy to vote at the creditors' meetings if unable to present in person to vote. Refer page 24 for more information. 	<ul style="list-style-type: none"> The form is required for a corporate creditor to appoint a proxy for voting or for individual creditor to appoint a proxy if he/she is unable to attend in person for voting Optional to fill, depending on your decision to appoint proxy 	6 October 2023, 5pm (GMT+8)	<input type="checkbox"/>
4	Form 74: Special Proxy	<ul style="list-style-type: none"> To appoint a proxy to vote at the creditors' meetings if unable to present in person to vote. Refer page 24 for more information. 	<ul style="list-style-type: none"> The form is required for a corporate creditor to appoint a proxy to vote for a specific resolution or for individual creditor to appoint a proxy if he/she is unable to attend in person for voting Optional to fill, depending on your decision to appoint to proxy 	6 October 2023, 5pm (GMT+8)	<input type="checkbox"/>

Submitting your POD claim: Overall process

Stage 1: Register to access CEP

1. Access the google form via the link:
https://docs.google.com/forms/d/e/1FAIpQLScmPtFUfRfPNaVCy2QmbVdLR5kcC2ZcQO4GtRCZPy6hQvpzVw/viewform?usp=sf_link
2. Fill up the form to register yourself to access the Creditors Engagement Portal (“CEP”).

Note: You will receive an invitation email to access the CEP upon successful verification. Please refer [page 13](#) for more information.

Stage 2: Prepare the documents

While waiting for the invitation email to access the CEP, please get ready with the necessary documents (including but not limited to the Proof of Debt General Form and any other supporting documents) to be submitted to substantiate your POD claims.

Please refer [page 8 to 11](#) for guided instructions on how to fill the Proof of Debt General Form.

Stage 3: Lodge your POD claims

Once you have been granted the access to the CEP, you can then begin to lodge your submissions via the CEP.

Please refer [page 12 to 20](#) for guided instructions on how to navigate the CEP and lodge your POD claims via the CEP.

Stage 2 – Prepare the documents

Step	Description	Reference page
1	Prepare your documents	<u>7</u>
2	Fill in the Proof of Debt General Form	<u>8</u>
	2.1 Creditor Information	<u>9</u>
	2.2 Claim Information	<u>10</u>
	2.3 Claim Information (cont'd) and Attestation	<u>11</u>

Step-by-step guidelines – Stage 2

Step 1: Prepare all the necessary documents

- Please take note that the POD claims should only be in relation to invoices dated on or before **10 January 2023**.
- You should get ready all the necessary documents to substantiate your claims, including but not limited to the following:
 - i. Proof of Debt General Form (Refer [page 8 to 11](#) for guided instructions to fill up the form)
 - ii. Invoices
- It is important for you to submit your POD with complete and accurate information/supporting documents to substantiate your POD. If your claim(s) is/are verified to be accurate, your claim(s) will be admitted for the purposes of voting at the creditors' meeting.

Step-by-step guidelines – Stage 2

Step 2: Fill in the Proof of Debt General Form (Form 55)

You would have received a hardcopy of the Proof of Debt General Form attached together in the letter sent to you (page 9 and page 10). Alternatively, you may obtain the softcopy version of the form in PDF from the Microsite.

Please take note that each Company in Liquidation will have a unique Proof of Debt General Form (Form 55). Please ensure that you are using the correct Form 55 for the Company in Liquidation that you want to file POD for.

Please refer the following pages for guided instructions on how to fill in the Form 55. In addition, you should read the notes on the second page of the Form 55 carefully when filling in the Form 55.

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) NO. PETITION: WA-28NCC-347-04/2022

IN THE MATTER OF SERBA DINAMIK GROUP BERHAD (IN LIQUIDATION)
(COMPANY REGISTRATION NO. 200401024953 (663460-T))

I, (a) I/C No.
make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the u
.....
my own knowledge that the debt he
stated, and that such debt, to the
unsatisfied.

(c) That I am duly authorized, under the
debts on its behalf.

FOR EXAMPLE:

If you would like to file POD for **Serba Dinamik Group Berhad (In Liquidation)**, kindly confirm the same **name** and **company registration no.** are inputted here

Guided Instruction: Proof of Debt General Form (Form 55)

Part 2: Claim Information

No. 55

(Rule 81)
PROOF OF DEBT GENERAL FORM

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR (COMMERCIAL DIVISION)
COMPANIES (WINDING-UP) NO. PETITION: WA-28NCC-347-04/2022

**IN THE MATTER OF SERBA DINAMIK GROUP BERHAD (IN LIQUIDATION)
(COMPANY REGISTRATION NO. 200401024953 (663460-T))**

I, (a) I/C No.
make oath (solemnly, sincerely and truly affirm) and say:

(b) That I am in the employ of the under-mentioned creditor, and that I am duly authorized by to make this affidavit, and that it is within my own knowledge that the debt hereinafter deposed to was incurred and for the consideration stated, and that such debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

(c) That I am duly authorized, under the seal of the company hereinafter named, to make the proof of debts on its behalf.

1. That the above-named company was, at the date of the order for winding-up the same, viz., the 10th day of January, 2023, and still is justly and truly indebted to (d)
in the sum of RM for (e)
as shown by the account endorsed hereon, or by the following account, viz.: for which sum or any part thereof I say that I have not nor hath (f)
or any person by (g)
order to my knowledge or belief for (g)
use had or received any manner of satisfaction or security whatsoever, save and except the following (h):

ATTENTION!
Please make sure this is the correct Company in Liquidation that you want to file POD for

Guided Instruction (2):-

All steps here are mandatory to complete.

- 4 Name of creditor
 - If you are an **individual creditor**, please fill in your Full Name
 - If you are filing for/on behalf of a **corporate creditor**, please fill in the Company Name
- 5 Total amount of your claim **(in denominated currency)**
*(Note: If your claim originally is not denominated in RM, please **strike out** RM and insert the denominated currency and amount of your claim)*
- 6 Nature/description of your claim
- 7 “my said partners or any of them” or “the above-named creditor” (as the case may be)
- 8 “my” or “our” or “their” or “this” (as the case may be)

Guided Instruction: Proof of Debt General Form (Form 55)

Part 3: Claim Information (cont'd) and Attestation

SCHEDULE						
	Date	Drawer	Acceptor	Amount		Due Date
				RM	Sen	
Admitted to vote for RM this day of 20						
Official Receiver or Liquidator						
Admitted to rank for dividend for RM..... this day of..... 20						
Official Receiver or Liquidator						

Sworn or affirmed atin the State ofthisday of20.....

Before me

10
.....
(Signature of Deponent)

Creditor to fill where applicable

To be filled by Commissioner for Oaths / Notary Public (**mandatory**)

Guided Instruction (3):-

All steps are mandatory to complete.

10 Please affix signature of individual creditor / authorised representative of corporate creditor

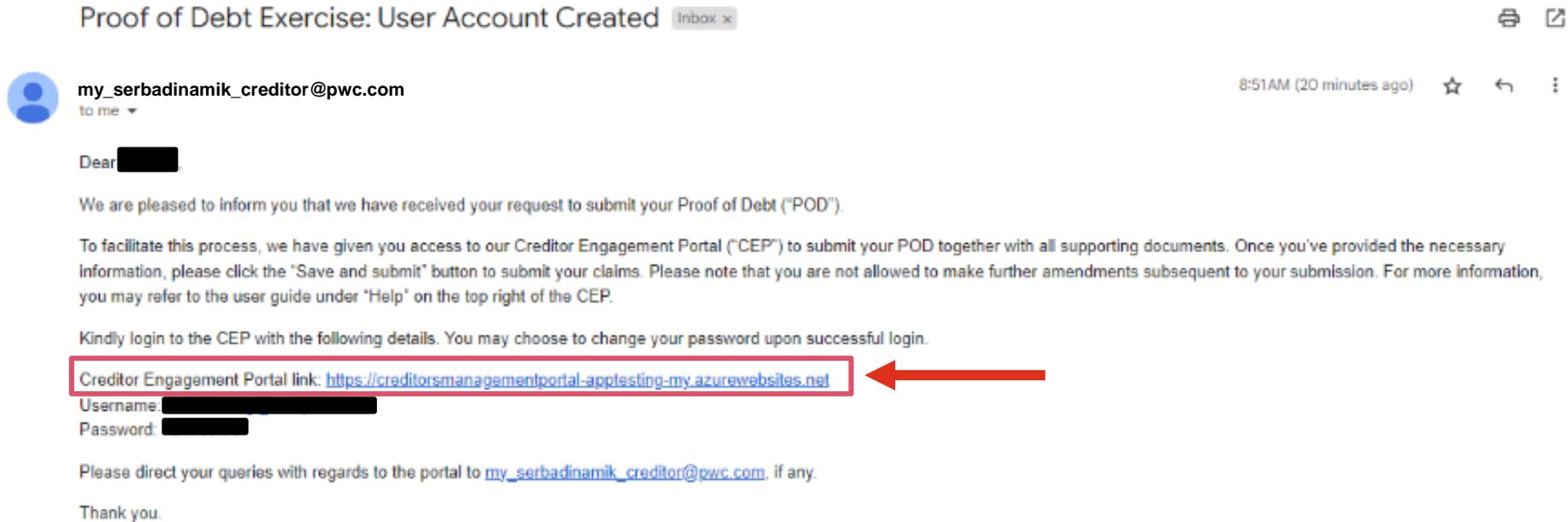
Stage 3 – Lodge your POD claims

Step	Description	Reference page
1	Log into the Creditor Engagement Portal (“CEP”)	<u>13 - 16</u>

Step-by-step guidelines – Stage 3

Step 1: Log in to the Creditors' Engagement Portal ("CEP")

(1) Once you receive the following email via your registered email address, kindly click on the portal link in the email, and log in to the portal using the Username and Password in the same email.



Step-by-step guidelines – Stage 3

Step 1: Log in to the Creditors' Engagement Portal ("CEP") (cont'd)

(2) Once you log in, you will be prompted to key in authenticator code (as below).

PRODUCTION

pwc

Creditor Engagement Portal

Enter the authenticator code sent to your registered email address.

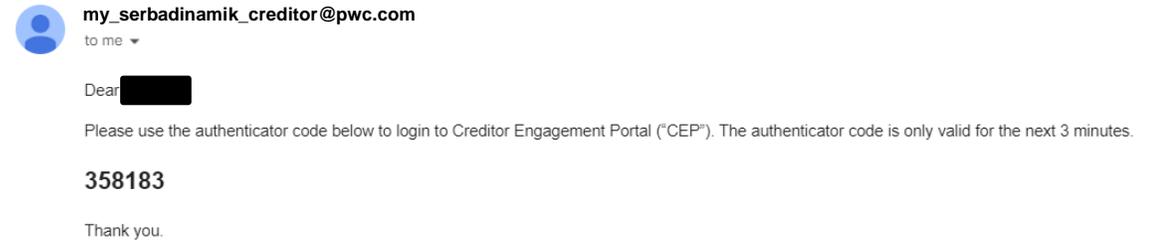
This code will expire after 3 minutes.

AUTHENTICATOR CODE

Verify

[Resend code in 00:54](#)
[Resend code](#)
[Return to login page](#)

(3) Please look for the email below in your registered mailbox, and key in the OTP code as the authenticator code.

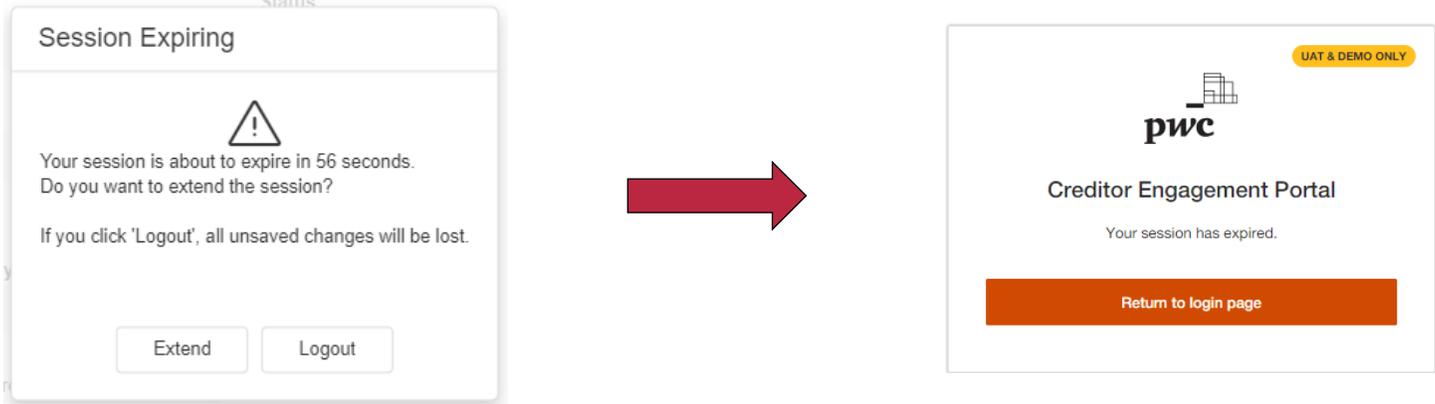


Note: You will be prompted to key in an authenticator code every time you log in to the portal.

Step-by-step guidelines – Stage 3

Step 1: Log in to the Creditors' Engagement Portal ("CEP") (cont'd)

(4) Please read the guidance notes below for some of the control features in place within the CEP

Control Feature	Guidance Notes
<p>Session timeout</p>	<p>You will be prompted with Session Expiring warning on the 15th minute of inactivity (i.e. no event movement such as mouse clicks, keyboard press while on CEP portal). You can choose to extend your session or logout.</p> <p>If there is no response on the 15th minute of inactivity, the session will time out and you will be directed to the login page. Any unsaved data prior to logout/ session timeout will not be recovered.</p> 
<p>Navigation</p>	<ul style="list-style-type: none"> • Avoid closing the browser tab as a way to exit the application • Always use the navigation within the application, such as the left panel or tabs within the record • Always click “Save as Draft” while updating the form to avoid data loss in case of session timeout

Step-by-step guidelines – Stage 3

Please refer to the detailed guides to navigate the portal and lodge your POD claims in the “Help” button in the CEP.

pwc Creditor Engagement Portal (v 1.0.0.0) Help

PoD Forms

Help

For additional support, please contact my_serbadinamik_creditor@pwc.com

Drag a column header here to group by that column

File name	Description	Uploaded by	Uploaded on	
POD Submission Guidelines (Final).pdf	Creditors to use this user guide to assist you in navigating the portal.	celene.yq.yeong...	Fri Aug 4 2023 20:51:19 GMT+0800	

Proxy Forms

- At the Creditors' Meetings, the corporate creditor would need to submit a general proxy form (Form 73) **or** special proxy form (Form 74) to indicate its proxy. Whereas for individual creditor, he/she may appoint a proxy for voting if he/she is unable to vote in person at the Creditors' Meetings.

	General Proxy (Form 73)	Special Proxy (Form 74)		
Description	<ul style="list-style-type: none"> A creditor may give a general proxy to his manager or clerk or any other person in his regular employment. In any such case the instrument of proxy shall state the relation in which the person to act thereunder stands to the creditor. 	<ul style="list-style-type: none"> A creditor or a contributory may give a special proxy to any person to vote at any specified meeting or adjournment thereof – <ol style="list-style-type: none"> for or against the appointment of a Committee of Inspection; for or against the appointment in office of any specified person as member of the Committee of Inspection; on all questions relating to any matter other than those referred to above and arising at the meeting or an adjournment thereof. 		
Form	<ul style="list-style-type: none"> You may refer to page 6-7 of the hardcopy letter sent to you. Alternatively, you may obtain a softcopy from the Microsite 	<ul style="list-style-type: none"> You may refer to page 8-9 of the hardcopy letter sent to you. Alternatively, you may obtain a softcopy from the Microsite 		
Remarks	<ul style="list-style-type: none"> If unable to present in person, creditor only have to fill in either General Proxy or Special Proxy, <u>but not both</u>. Deadline to submit proxies: 6 October 2023, 5.00pm, to any of the following addresses: <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Tricor Investor & Issuing House Services Sdn Bhd Unit 32-01, Level 32, Tower A Vertical Business Suite Avenue 3 Bangsar South, No.8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</p> <p>Subject: [Name of company in liquidation] (example: <i>Serba Dinamik Group Berhad (In Liquidation)</i>)</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Tricor Customer Service Centre Unit G-3, Ground Floor, Vertical Podium Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</p> <p>Subject: [Name of company in liquidation] (example: <i>Serba Dinamik Group Berhad (In Liquidation)</i>)</p> </td> </tr> </table> 		<p>Tricor Investor & Issuing House Services Sdn Bhd Unit 32-01, Level 32, Tower A Vertical Business Suite Avenue 3 Bangsar South, No.8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</p> <p>Subject: [Name of company in liquidation] (example: <i>Serba Dinamik Group Berhad (In Liquidation)</i>)</p>	<p>Tricor Customer Service Centre Unit G-3, Ground Floor, Vertical Podium Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</p> <p>Subject: [Name of company in liquidation] (example: <i>Serba Dinamik Group Berhad (In Liquidation)</i>)</p>
<p>Tricor Investor & Issuing House Services Sdn Bhd Unit 32-01, Level 32, Tower A Vertical Business Suite Avenue 3 Bangsar South, No.8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</p> <p>Subject: [Name of company in liquidation] (example: <i>Serba Dinamik Group Berhad (In Liquidation)</i>)</p>	<p>Tricor Customer Service Centre Unit G-3, Ground Floor, Vertical Podium Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia</p> <p>Subject: [Name of company in liquidation] (example: <i>Serba Dinamik Group Berhad (In Liquidation)</i>)</p>			

Frequently Asked Questions

1. I have claims in multiple currencies for one company in liquidation, do I need to prepare multiple Proof of Debt General Form (“POD General Form”) (i.e. Form 55) for each currency?

- **Physical POD General Form:** No, you do not have to. You only have to prepare a POD General Form for each company in liquidation, you can aggregate all claims in different denominated currencies in one POD General Form.
- **POD Form on CEP:** However, when you create a new POD form in CEP, you are required to create for each currency, and attach the same POD General Form applicable to the single currency claim you are preparing.

2. There is no Commissioner for Oaths in my country. How should I get my POD General Form attested?

- You may obtain attestation from a Notary Public, in the absence of a Commissioner for Oaths.

Should you require further clarification / information, please email your queries to my_serbadinamik_creditor@pwc.com.

Thank you.

© 2023 PricewaterhouseCoopers Advisory Services Sdn Bhd. All rights reserved. "PricewaterhouseCoopers" and/or "PwC" refers to the individual members of the PricewaterhouseCoopers organisation in Malaysia, each of which is a separate and independent legal entity. Please see www.pwc.com/structure for further details.