ADMINISTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR THE TWENTY-NINTH ("29TH") ANNUAL GENERAL MEETING ("AGM")

Date & Time : Monday, 30 November 2026 at 9.00 a.m.

Venue : Olive 4-8, Olive Tree Hotel Penang, 76, Jalan Mahsuri, Bandar Sunway Tunas, 11950 Bayan Lepas, Pulau Pinang

1. REGISTRATION AT THE AGM

(a) Registration will commence at 8.00 a.m. and will end at a time as directed by the Chairman of the Meeting.

(b) Kindly present your original MyKad or passport (for Non-Malaysian) to the registration personnel at the registration counter for verification.

(c) Upon verification, you are required to sign the Attendance List and will be given a wristband for entry to the meeting venue. There will be no replacement of wristband in the event you lose or misplace the wristband.

(d) Registration on behalf of another person even with his/her original MyKad or passport is strictly **NOT ALLOWED**.

(e) If you are attending the AGM as shareholder as well as proxy, you will be registered once and will only be given one wristband.

2. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 20 November 2026 shall be eligible to participate in the AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the Proxy Form and/or document(s) relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the AGM shall be deposited at the registered office of the Company situated at DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan no later than **Saturday, 28 November 2026** at **9.00 a.m.** The procedures and requisite documents to be submitted by the respective members are summarised below:

(I) **<u>For Individual Members</u>**

If an individual member is unable to participate in the AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

2. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY (Cont'd)

(II) For Corporate Members

Corporate members through the appointment of corporate representative(s) or proxy(ies) who wish to participate and vote at the AGM are required to deposit the following documents to the registered office of the Company situated at DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan no later than **Saturday, 28 November 2026** at **9.00 a.m.**:

(a) Certificate of appointment of its Corporate Representative or Proxy Form executed under the corporation's common seal or under the hand of an officer or attorney duly authorised;
(b) Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
(c) Corporate Representative's or proxy's email address and mobile phone number.

If a corporate member through the appointment of corporate representative(s) or proxy(ies) is unable to participate in the AGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(III) For Institutional Members

The beneficiaries of the shares under a Nominee Company's CDS account (Institutional Member(s)) who wish to participate and vote at the AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote at the AGM. The Nominee Company is required to deposit the following documents to the registered office of the Company situated at DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan no later than **Saturday, 28 November 2026** at **9.00 a.m.**:

(a) Proxy Form duly executed by the Nominee Company in accordance with the applicable legal requirements and its Constitution;
(b) Copy of the proxy's MyKad (front and back)/Passport; and
(c) Proxy's email address and mobile phone number.

If an Institutional Member is unable to participate in the AGM, the Institutional Member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

3. REVOCATION OF PROXY

If a Member has submitted his/her Proxy Form prior to the AGM and subsequently decides to personally participate in the AGM, the Member may revoke the appointment of the proxy by giving notice of the revocation at least one (1) hour before the commencement of the AGM.

Members are encouraged to notify the Share Registrar in advance to facilitate the revocation and registration process.

4. VOTING AT MEETING

Voting at the AGM will be conducted by a poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Prosec Share Registration Sdn. Bhd. as the Poll Administrator and Symphony Corporate Services Sdn. Bhd. as an Independent Scrutineer to validate the votes cast as the Meeting.

Shareholder(s)/proxy(ies)/corporate representative(s) may cast their votes on the resolutions during the voting session, which will commence and close at the times announced by the Chairman of the Meeting.

Upon completion of the voting session, the Independent Scrutineer will validate the poll results that have been carried. The Chairman will thereafter declare whether each resolution.

5. RESULTS OF THE VOTING

The resolutions proposed at the AGM and the results of the voting for the same will be announced at the AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

6. NO RECORDING OR PHOTOGRAPHY

By participating at the AGM, you agree that no part of the AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

7. NO DOOR GIFTS OR VOUCHERS

There will be NO distribution of door gifts or vouchers.

8. OTHER INFORMATION FOR ATTENDEES AT THE AGM

(a) Parking bays are available at Olive Tree Hotel Penang on a first-come-first-served basis. The car park operates on a cashless payment system, therefore, kindly use Touch 'n Go card, debit or credit card ("Card") to enter the parking bay.

(b) Parking charges are borne by attendees. The detail of parking charges are as follows:

Vehicles	Car	Motorcycle
Parking bays	Levels 3-5	Level 1
First 20 minutes	Free of Charge	Flat rate applies
First hour	RM4.00 nett	Flat rate applies
Subsequent hours	RM3.00 nett per hour	Flat rate applies
Flat Rate	RM10.00 nett for parking of 3 hours or more	RM3.00 nett

(c) To obtain the flat rate, please bring your payment card for validation at the reception counter in the Lobby (Level 1) or the self-service machine outside the function room.

8. OTHER INFORMATION FOR ATTENDEES AT THE AGM (Cont'd)

(d) Although the wearing of face mask in an enclosed area is now optional, you are encouraged to wear your face mask throughout the meeting session.

9. ENQUIRY

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

Prosec Share Registration Sdn. Bhd.

Name : Mr. Vemalan a/l Naraynan
Contact No. : 03-3008 1123/012-766 8921
Email : sharereg@prosec.com.my