ADMINISTRATIVE GUIDE

FOR THE THIRTY-THIRD ANNUAL GENERAL MEETING ("33RD AGM")

Date	:	**Thursday, 27 August 2026**
Time	:	**11.00 a.m.**
Venue	:	**Ballroom, Level 3, Courtyard by Marriott Kuala Lumpur South No. 137, Jalan Puchong 58200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur**

REGISTRATION ON THE DAY OF 33RD AGM

1) Registration will commence at 9.00 a.m. and shall remain open until the conclusion of the 33rd AGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.

2) Please present your original National Registration Identity Card (NRIC) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.

3) Upon verification and registration:

    a. please sign on the attendance list and an identification wristband will be provided at the registration counter;
    b. if you are attending the 33rd AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband; and
    c. no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
    d. you may proceed to the meeting venue thereafter.

4) Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.

5) The registration counters will only handle verification of identity and registration of proxy/ proxies. If you have other queries, please proceed to the Help Desk.

ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at **19 August 2026** shall be eligible to attend, speak and vote at the 33rd AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

Members who are unable to attend the 33rd AGM and who wish to exercise their votes are encouraged to appoint proxy or Chairman of the meeting to attend and vote on your behalf at the 33rd AGM by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

If you wish to participate in the 33rd AGM yourself, please do not submit any Form of Proxy for the 33rd AGM. You will not be allowed to participate in the 33rd AGM together with a proxy appointed by you.

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Accordingly, form of proxy and/or documents relating to the appointment of proxy/corporate representative/attorney for the 33rd AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 25 August 2026** at **11.00 a.m.**:

(a) In hard copy:

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or at the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;

(b) By electronic form:

All members can have the option to submit Form of Proxy electronically via Vistra Share Registry and IPO (MY) portal ("**The Portal**") and the steps to submit are summarised below:

	Procedure	Action
i.	**Steps for Individual Members**	
(a)	Register as a User with The Portal	• Visit the website at https://srmy.vistra.com. • Click "**Register**" and select "**Individual Holder**" and complete the New User Registration Form. • For guidance, you may refer to the tutorial guide available on the homepage. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. *If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.*
(b)	Proceed with submission of Form of Proxy	• After the release of the Notice of Meeting by the Company, login with your email address and password. • Select the corporate event: "**KERJAYA PROSPEK PROPERTY BERHAD 33RD AGM**". • Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". • Read and agree to the Terms and Conditions and confirm the Declaration. • Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST or ABSTAIN. • Print the proxy form for your record.

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	Procedure	Action
ii.	**<u>Steps for Corporation or Institutional Members</u>**	
(a)	Register as an User with The Portal	• Visit the website at https://srmy.vistra.com. • Click "**Register**" and select "**Representative of Corporate Holder**" and complete the New User Registration Form. • Complete the registration form with your personal details. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. *Note: The representative of a corporation or institutional shareholder must register as a user first in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.*
(b)	Proceed with submission of Form of Proxy	• Login to https://srmy.vistra.com with your email address and password. • Select the corporate event: "**KERJAYA PROSPEK PROPERTY BERHAD 33RD AGM**". • Navigate to the icon ">" at the end of the corporate event. • Read and agree to the Terms and Conditions and confirm the Declaration. • Select the corporate holder's name. • Proceed to download the submission file. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Confirm" to complete your submission. • Print the confirmation report of your submission for your record.

POLL VOTING AT MEETING

The voting at the 33rd AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Bursa Malaysia Securities Berhad ("**Bursa Securities**") Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll voting electronically ("**e-voting**") and AscendServ Capital Market Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.

Voting for all the resolutions set out in the Notice of Meeting will take place upon the conclusion of the deliberation of all businesses to be transacted at the 33rd AGM.

RESULTS OF THE VOTING

The resolutions proposed at the 33rd AGM and the results of the voting will be announced at the 33rd AGM and subsequently via an announcement made by the Company through Bursa Securities' website at www.bursamalaysia.com.

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DOOR GIFT OR FOOD VOUCHER

There will be no distribution of door gifts or food vouchers during the 33rd AGM.

ANNUAL REPORT 2026 AND CIRCULAR TO SHAREHOLDERS DATED 29 JULY 2026 IN RELATION TO THE PROPOSED RENEWAL OF THE SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE ("CIRCULAR 2026")

The Annual Report 2026 and Circular 2026 are available on the Company's website at www.kpproperty.com.my and Bursa Securities's website at www.bursamalaysia.com under Company's announcements.

You may request for a printed copy of the Annual Report 2026 and Circular 2026 at https://srmy.vistra.com by selecting "Request for Annual Report/Circular" under the "Investor Services".

Kindly consider the environment before you decide to request for the printed copy of the Annual Report 2026 and Circular 2026. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 33rd AGM is allowed.

ENQUIRY

If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at +603-2783 9299 during office hours on Monday to Friday from 8:30 a.m. to 5:30 p.m. (except on public holiday).

Share Registrar – Tricor Investor & Issuing House Services Sdn Bhd
General Line : +603-2783 9299
Email : is.enquiry@vistra.com