

ADMINISTRATIVE GUIDE

FOR THE THIRTY-FIRST ANNUAL GENERAL MEETING ("31ST AGM")

ADMINISTRATIVE GUIDE

THIRTY-FIRST ANNUAL GENERAL MEETING ("31ST AGM") OF KERJAYA PROSPEK PROPERTY BERHAD

Date	:	Wednesday, 28 August 2024
Time	:	11.00 a.m.
Broadcast Venue	:	C-34-01, Menara Vista Petaling, No. 137, Jalan Puchong 58200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur
Meeting Platform/ RPV Facilities	:	TIIH Online website at https://tiih.online provided by Tricor Investor& Issuing House Services Sdn Bhd in Malaysia

The 31st AGM will be conducted on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting ("RPV") facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd's ("Tricor") **TIIH Online** website at <https://tiih.online>.

The broadcast venue of the 31st AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. No members/proxy(ies)/corporate representative(s) will be physically present at the meeting venue.

We **strongly encourage** you to attend the 31st AGM via the RPV facilities. Alternatively, you may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 31st AGM.

RPV facilities

The RPV facilities are available on Tricor's **TIIH Online** website at <https://tiih.online>.

Members are to attend, speak (including posing questions to the Board of Directors ("Board")/Management of the Company in the form of real time submission of typed texts) and vote (collectively, "**participate**") remotely at the 31st AGM using RPV facilities provided by Tricor.

A member of the Company who has appointed a proxy or attorney or authorised representative to participate at this 31st AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at Tricor's TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

ADMINISTRATIVE GUIDE (CONT'D)

Procedures to Remote Participation and Voting via RPV Facilities

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 31st AGM using the RPV facilities:

	Procedure	Action
BEFORE THE 31ST AGM DAY		
(a)	Register as an user with Tricor's TIIH Online website	<ul style="list-style-type: none"> • Using your computer, access the website at https://tiih.online and register as an user under the "e-Services" select "Create Account by Individual Holder". Kindly refer to the tutorial guide posted on the homepage for assistance. • Registration as an user will be approved within one (1) working day and you will be notified via email. • If you are already an user with Tricor's TIIH Online website, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at Tricor's TIIH Online website.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> • Registration is open from Monday, 29 July 2024 until the day of 31st AGM on Wednesday, 28 August 2024. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 31st AGM to ascertain their eligibility to participate in the 31st AGM using the RPV. • Login with your user ID and password and select the corporate event: "(Registration) KP PROPERTY 31ST AGM". • Read and agree to the Terms & Conditions and confirm the Declaration. • Select "Register for Remote Participation and Voting". • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at 20 August 2024, the system will send you an e-mail after 26 August 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and register for the RPV).</i></p>

ADMINISTRATIVE GUIDE (CONT'D)

Procedures to Remote Participation and Voting via RPV Facilities (cont'd)

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 31st AGM using the RPV facilities: (cont'd)

	Procedure	Action
ON THE DAY OF THE 31ST AGM (WEDNESDAY, 28 AUGUST 2024)		
(c)	Login to Tricor's TIIH Online website	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 31st AGM at any time from 10.00 a.m. i.e. one (1) hour before the commencement of the 31st AGM on 11.00 a.m. on Wednesday, 28 August 2024.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: "(Live Stream Meeting) KP PROPERTY 31ST AGM" to engage in the proceedings of the 31st AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the 31st AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 11.00 a.m. on Wednesday, 28 August 2024 until a time when the Chairman announces the end of the session. Select the corporate event: "(Remote Voting) KP PROPERTY 31ST AGM" or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the 31st AGM, the live streaming will end.

Note to users of the RPV facilities:

Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.

The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.

In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor's Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

Pre-Meeting Submission of Questions to the Board of Directors

The Board recognises that the 31st AGM is a valuable opportunity for the Board to engage with members. In order to enhance the efficiency of the proceedings of the 31st AGM, members may in advance, before the 31st AGM, submit questions to the Board via Tricor's TIIH Online website at <https://tiih.online>, by selecting "e-Services" to login, post your questions and submit it electronically no later than **Monday, 26 August 2024 at 11.00 a.m.** The Board will endeavor to address the questions received at the 31st AGM.

ADMINISTRATIVE GUIDE (CONT'D)

Entitlement to Participate and Appointment of Proxy

Only members whose names appear on the Record of Depositors as at **20 August 2024** shall be eligible to attend, speak and vote at the 31st AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

In view that the 31st AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.

If you wish to participate in the 31st AGM yourself, please do not submit any Form of Proxy for the 31st AGM. You will not be allowed to participate in the 31st AGM together with a proxy appointed by you.

Accordingly, form of proxy and/or documents relating to the appointment of proxy/corporate representative/attorney for the 31st AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 26 August 2024 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 its Customer Service Centre 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 TIH Online and the steps to submit are summarised below:

	Procedure	Action
i. Steps for Individual Members		
(a)	Register as a User with Tricor's TIH Online website	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services" and select "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIH Online, you are not required to register again.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: "KP PROPERTY 31ST AGM – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your vote. • Review and confirm your proxy(ies) appointment. • Print the Form of Proxy for your record.

ADMINISTRATIVE GUIDE (CONT'D)

Entitlement to Participate and Appointment of Proxy (cont'd)

(b) By electronic form: (cont'd)

All members can have the option to submit Form of Proxy electronically via TIIH Online and the steps to submit are summarised below: (cont'd)

	Procedure	Action
ii. Steps for Corporation or Institutional Members		
(a)	Register as an User with Tricor's TIIH Online website	<ul style="list-style-type: none"> • Access TIIH online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional member selects "Create Account by Representative of Corporate Holder". • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to Tricor's TIIH Online website at https://tiih.online • Select the corporate event: "KP PROPERTY 31ST AGM – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Submit" to complete your submission. • Print the confirmation report of your submission for your record.

Poll Voting at Meeting

The voting at the 31st AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Bursa Malaysia Securities Berhad ("Bursa Securities") Listing Requirements.

Members/proxy(ies)/corporate representative(s)/attorney(s) can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 31st AGM at 11.00 a.m.. Kindly refer to "**Procedures to Remote Participation and Voting via RPV Facilities**" provided above for guidance on how to vote remotely via TIIH Online.

Upon completion of the voting session for the 31st AGM, the Scrutineers will verify the poll results followed by the Chairman to declare whether the resolutions are duly passed.

Results of the voting

The resolutions proposed at the 31st AGM and the results of the voting will be announced at the 31st AGM and subsequently via an announcement made by the Company through Bursa Securities' website at www.bursamalaysia.com.

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No Breakfast / Lunch Pack, Door Gift or Food Voucher

There will be no distribution of breakfast/lunch packs, door gifts or food vouchers during the 31st AGM.

Annual Report 2024 and Circular to Shareholders dated 29 July 2024 in relation to Part A – Statement to the Shareholders in relation to the Proposed Renewal of the Share Buy-Back Authority; and Part B – Circular to Shareholders in relation to the Proposed Renewal of the Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("Circular 2024")

The Annual Report 2024 and Circular 2024 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 2024 and Circular 2024 at <https://tiih.online> 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 and Circular to Shareholders. 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 31st 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 Wednesday from 8:30 a.m. to 5:30 p.m. (except on public holiday).

Share Registrar – Tricor Investor & Issuing House Services Sdn Bhd

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Fax Number	:	+603-2783 9222
Email	:	is.enquiry@my.tricorglobal.com
Contact Persons	:	Mr. Jake Too : +603-2783 9285
	:	Mr. Aiman : +603-2783 9262