Building Communities & Beyond

# BCB BERHAD

Registration No.: 198801004645 (172003-W)
Incorporated in Malaysia

**ADMINISTRATIVE GUIDE FOR THE THIRTY-EIGHTH ANNUAL GENERAL MEETING ("38th AGM")**

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|---|---|---|
| Day and Date | : | **Thursday, 3 December 2026** |
| Time | : | **11.00 a.m.** |
| Venue | : | **Prime City Hotel, Venus Room, 6th Floor, 20, Jalan Bakawali, 86000 Kluang, Johor Darul Ta'zim** |

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**REGISTRATION ON THE DAY OF THE 38th AGM**

1. The registration counter will open at 10.00 a.m. on Thursday, 3 December 2026 at Prime City Hotel, Venus Room, 6th Floor, 20, Jalan Bakawali, 86000 Kluang, Johor Darul Ta'zim and will remain open until the conclusion of the 38th AGM or such time as may be determined by the Chairman of the meeting.

2. Please produce your ORIGINAL MyKad or Passport (for foreign shareholder) during registration for verification. Only original MyKad or Passport is valid for registration.

3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original MyKad or Passport of that other shareholder/proxy. Please make sure you collect your MyKad or Passport after the registration.

4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.

5. After registration and signing on the Attendance List, please vacate the registration area.

**CORPORATE MEMBERS**

Corporate members who wish to appoint corporate representatives instead of proxy, must deposit their original or duly certified of appointment of corporate representative to Vistra Investor & Issuing House Services Sdn. Bhd. on or before the 38th AGM.

**APPOINTMENT OF PROXY OR ATTORNEY**

1. Only members whose names appear on the Record of Depositors as at 25 November 2026 shall be eligible to attend, speak and vote at the 38th AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

2. Members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the proxy form.

3. If you wish to participate in the 38th AGM yourself, please do not submit any proxy form for the 38th AGM. You will not be allowed to participate in the 38th AGM together with a proxy appointed by you.

4. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney for the 38th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner and must be received by the Company not less than 48 hours before the time set for the 38th AGM or not later than **Tuesday, 1 December 2026** at **11.00 a.m.**:

   (i) In Hard copy form:

   In the case of an appointment made in hard copy form (by hand/post), the proxy form shall be deposited with the Company's Share Registrar at Vistra Investor & Issuing House Services Sdn. Bhd. of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, at the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur. The proxy form may also be deposited at the Company's registered office at No. 4B, 2nd & 3rd Floor, Jalan Sentol, South Wing – Kluang Parade, 86000 Kluang, Johor Darul Ta'zim.

   (ii) By Electronic form

   All members have the option to submit proxy form(s) electronically via Vistra Share Registry and IPO (MY) portal ("Vistra SRMY portal") at https://srmy.vistra.com. Please refer to the procedures below for submission of the proxy appointment electronically.

**ELECTRONIC LODGMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Vistra SRMY portal are summarised below:-

| **Procedure** | **Action** |
|---|---|
| **i. Steps for Individual Shareholders** | |
| Register as a User at Vistra SRMY portal | 1. Visit the website at https://srmy.vistra.com.<br>2. Click "Register" and select "Individual Holder" and complete the New User Registration Form.<br>3. For guidance, you may refer to the tutorial guide available on the homepage.<br>4. Once registration is completed, you will receive an email notification to verify your registered email address.<br>5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.<br>6. Once you receive the confirmation, activate your account by creating your password.<br><br>*If you are an existing user with Vistra SRMY portal or our TIIH Online portal previously, you are not required to register again.* |
| Proceed with submission of proxy form | 1. After the release of the Notice of Meeting by the Company, login with your email address and password.<br>2. Select the corporate event: "**BCB BERHAD 38TH AGM**".<br>3. Navigate to the 3 dots at the end of the corporate event and choose "**SUBMISSION OF PROXY FORM**".<br>4. Read and agree to the Terms and Conditions and confirm the Declaration.<br>5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf.<br>6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.<br>7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN.<br>8. Print the proxy form for your record. |

| Procedure | Action |
|---|---|
| **ii. Steps for Corporation or Institutional Shareholders** | |
| Register as a User at Vistra SRMY portal | 1. Visit the website at https://srmy.vistra.com.<br>2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form.<br>3. Complete the registration form with your personal details.<br>4. Once registration is completed, you will receive an email notification to verify your registered email address.<br>5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.<br>6. Once you receive the confirmation, activate your account by creating your password.<br><br>*Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Vistra if you need clarifications on the user registration.* |
| Proceed with submission of proxy form | 1. Login to https://srmy.vistra.com with your email address and password.<br>2. Select the corporate event: "**BCB BERHAD 38TH AGM**".<br>3. Navigate to the icon ">" at the end of the corporate event.<br>4. Read and agree to the Terms and Conditions and confirm the Declaration.<br>5. Select the corporate holder's name.<br>6. Proceed to download the submission file.<br>7. Prepare the file for the appointment of proxy(ies) by inserting the required data.<br>8. Proceed to upload the duly completed proxy appointment file.<br>9. Select "**Confirm**" to complete your submission.<br>10. Print the confirmation report of your submission for your record. |

**VOTING AT MEETING**

1. The voting at the 38th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Vistra Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct poll voting electronically (e-voting) via Vistra SRMY portal and M/S Terry Law & Co as Independent Scrutineers to verify the results of the poll.

2. During the 38th AGM, the Chairman will invite the Poll Administrator to brief you on the poll procedure.

3. Upon completion of the voting session for the 38th AGM, the Independent Scrutineers will verify the poll results for the announcement by the Chairman, followed by the Chairman's declaration whether the resolutions are carried.

**RESULTS OF THE VOTING**

The resolutions proposed at the 38th AGM and the results of the voting will be announced at the 38th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

**NO RECORDING OR PHOTOGRAPHY**

No recording or photography of the 38th AGM proceedings is allowed without prior written permission of the Company.

**NO SMOKING POLICY**

A no smoking policy is maintained in the Meeting Hall. Your co-operation is much appreciated.

**NO DOOR GIFTS OR FOOD VOUCHER**

There will be no door gifts or food vouchers provided to attendees who attend the AGM.

**ENQUIRY**

If you have any enquiry prior to the meeting, you may contact the Share Registrar during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except public holidays).

| **Vistra Investor & Issuing House Services Sdn. Bhd.**<br>*(formerly known as Tricor Investor & Issuing House Services Sdn. Bhd.)* | | |
|---|---|---|
| Telephone Number | General Line | 603-2783 9299 |
| Contact Person | Nur Qaisara Naaila @ Nella Nyoyew | 603-2783 9272<br>Nur.Qaisara.Naaila@vistra.com |
| | Mohammad Amirul Iskandar | 603-2783 9279<br>Mohammad.Amirul@vistra.com |
| | Syafiqul Hafidz Bin Abdul Kadir | 603-2783 9024<br>Syafiqul.Hafidz@vistra.com |
| Email | is.enquiry@vistra.com | |

The Company may at its discretion make any changes to the above arrangements in the event of unforeseen circumstances.