

ADMINISTRATIVE GUIDE

FOR THE 18TH ANNUAL GENERAL MEETING ("18TH AGM")
OF BENALEC HOLDINGS BERHAD ("BENALEC" OR "THE COMPANY")

1. MODE OF MEETING

The 18TH AGM of the Company will be conducted virtually in accordance with the revised 'Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers' issued by the Securities Commission ("SC Guidance") on 7 April 2022, including any amendment that may be made from time to time. In line with this, the Company is leveraging on technology to ensure that the 18TH AGM provides a valuable opportunity for a meaningful engagement between Board/ Management and shareholders of the Company.

The date, time and venue for the 18TH AGM of the Company are as below:

Date	Time	Venue
Thursday, 30 May 2024	10.00 a.m.	<p>(a) Broadcast Venue Benalec Holdings Berhad Headquarters (Pacific Board Room) No. 23, Jalan Perintis U1/52 Glenmarie Temasya, Seksyen U1 40150 Shah Alam Selangor Darul Ehsan</p> <p>(b) Online Platform TIIH Online website at https://tiih.online with RPV facilities</p>

The virtual 18TH AGM will be conducted online from the Broadcast Venue and shareholders will participate via the Remote Participate and Voting ("RPV") facilities with audio and/or video capabilities. The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Note 1.2 and 1.3 of the SC's Guidance. As such, no shareholder(s), proxy(ies), authorised representative(s) of attorney(s) will be physically present at the Broadcast Venue.

2. GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to participate in the 18TH AGM via RPV, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors ("General Meeting ROD") as at 23 May 2024. Only a depositor whose name appears on this Record of Depositors as at 23 May 2024 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

3. REGISTRATION FOR RPV AT THE 18TH AGM

You are invited to attend the 18TH AGM to exercise your right to attend, participate and vote at the meeting remotely by using the RPV facilities at <https://tiih.online> from the comfort of your home. To do so, you must take the steps as summarised below:

Procedures for RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 18TH AGM using the RPV facilities:

Before the 18 TH AGM Day	
Procedure	Action
<p>i. Register as a user with TIIH Online (applicable for Individual Shareholders only)</p>	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under the "e-Services", select the "Sign Up" button and followed by "Create Account by Individual Holder". 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 email. If you are already a user with TIIH Online, 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 TIIH Online.

Administrative Guide

For the 18TH Annual General Meeting (“18TH AGM”) of Benalec Holdings Berhad (“Benalec” or “the Company”)

3. REGISTRATION FOR RPV AT THE 18TH AGM (CONT'D)

Before the 18 TH AGM Day	
Procedure	Action
ii. Submit your request to attend 18TH AGM remotely	<ul style="list-style-type: none"> Registration is open from the Notice of the 18TH AGM on Tuesday, 30 April 2024 until the day of 18TH AGM on Thursday, 30 May 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 18TH AGM to ascertain their eligibility to participate the 18TH AGM using the RPV. Login with your user ID (email address) and password and select the corporate event: “(REGISTRATION) BENALEC HOLDINGS BERHAD 18TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. 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 Record of Depositors as at 23 May 2024, the system will send you an e-mail to approve your registration for remote participation and the procedures for RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>
On the 18 TH AGM Day	
i. Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID (email address) and password for remote participation at the 18TH AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of meeting at 10.00 a.m. on Thursday, 30 May 2024.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(Live Streaming Meeting) BENALEC HOLDINGS BERHAD 18TH AGM” to engage in the proceedings of the 18TH 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 endeavor to respond to questions submitted by remote participants during the 18TH AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
iii. Online remote voting	<ul style="list-style-type: none"> Select the corporate event: “(Remote Voting) BENALEC HOLDINGS BERHAD 18TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Voting session commences from 10.00 a.m., on Thursday, 30 May 2024 until a time when the Chairman announces the completion of the voting session at the 18TH AGM. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
iv. End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the 18TH AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed 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 streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

Administrative Guide

For the 18TH Annual General Meeting (“18TH AGM”) of Benalec Holdings Berhad (“Benalec” or “the Company”)

4. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

(a) Appointment of Chairman of the meeting as proxy

If a shareholder is unable to attend the 18TH AGM, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. The same must be deposited or submitted in accordance with Note 5 below.

(b) Appointment of proxy, corporate representative or attorney

- (i) A shareholder who has appointed a proxy(ies), corporate representative(s) or attorney(s) to participate in the 18TH AGM via RPV must ensure that the proxy form is completed with required information, signed and dated accordingly. The same must be deposited in accordance with **Note 5** below.
- (ii) The shareholder must also request his/her proxy(ies), corporate representative or attorney to register himself/herself as a user with TIIH Online website at <https://tiih.online>.
- (iii) The representative of a corporation or institutional shareholder must register as a user first in accordance with **Note 5(ii) - Steps for corporation or institutional shareholders** below, before he/she can subscribe to this corporate holder electronic submission

(c) Documents relating to appointment as corporate representative

For a corporate member who has appointed a representative to participate via RPV at the 18TH AGM, please deposit the **ORIGINAL** certificate of appointment with Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **10.00 a.m. on Tuesday, 28 May 2024**. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by at least two (2) authorised officers, of whom one shall be a director, or any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

(d) Documents relating to appointment of proxy by power of attorney

- (i) Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **10.00 a.m. on Tuesday, 28 May 2024**.
- (ii) A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

Administrative Guide

For the 18TH Annual General Meeting (“18TH AGM”) of Benalec Holdings Berhad (“Benalec” or “the Company”)

5. TIME FOR LODGEMENT OF PROXY FORM

Accordingly, proxy forms and/or documents relating to the appointment of proxy(ies), corporate representative(s) or attorney(s) for the 18TH AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **10.00 a.m.** on **Tuesday, 28 May 2024**.

- (i) In hard copy:
- (a) By hand or post to the office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia 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 fax at 03-2783 9222 or email to is.enquiry@my.tricorglobal.com
- (ii) In electronic form via TIIH Online:

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Steps for Individual Shareholders	
Procedure	Action
i. Register as a User with TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
ii. 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: “BENALEC HOLDINGS BERHAD 18TH AGM - Submission of Proxy Form”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy. Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the form of proxy for your record.
Steps for corporation or institutional shareholders	
i. Register as a User with TIIH Online	<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 shareholder selects the “Sign Up” button and followed by “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 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 Tricor if you need clarifications on the user registration.)</i></p>

Administrative Guide

For the 18TH Annual General Meeting (“18TH AGM”) of Benalec Holdings Berhad (“Benalec” or “the Company”)

5. TIME FOR LODGEMENT OF PROXY FORM (CONT'D)

- (ii) In electronic form via TIIH Online: (Cont'd)

Steps for corporation or institutional shareholders	
<p>ii. Proceed with submission of form of proxy</p>	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: “BENALEC HOLDINGS BERHAD 18TH AGM – Submission of Proxy Form”. • Agree to the Terms & Conditions and 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. • Login to TIIH Online, select corporate exercise name: “BENALEC HOLDINGS BERHAD 18TH AGM – Submission of Proxy Form”. • 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.

6. SUBMISSION OF QUESTIONS FOR THE 18TH AGM

In order to enhance the efficiency of the proceedings of the 18TH AGM, shareholder may in advance, before the 18TH AGM, submit questions to the Board of Directors 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 **10.00 a.m. on Tuesday, 28 May 2024**. The Board of Directors will endeavor to address the questions received at the 18TH AGM.

7. POLL VOTING

The voting at the 18TH AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements:

- (a) The Company has appointed Tricor as Poll Administrator to conduct the poll by way of online voting. During the meeting, the Chairman will invite the Poll Administrator to brief you on the online voting process using RPV facilities. The online voting session will commence from the start of the meeting at **10.00 a.m. on Thursday, 30 May 2024** until such time when the Chairman announces the end of the voting session. This is in line with the SC’s Guidance which provides that shareholders shall be allowed to cast their votes remotely and contemporaneously (live) during the proceeding of the general meeting.
- (b) The Company has appointed Scrutineer Solutions Sdn Bhd as scrutineers to verify the poll results. Upon completion of the “in time” voting session of the 18TH AGM, the scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

Administrative Guide

For the 18TH Annual General Meeting (“18TH AGM”) of Benalec Holdings Berhad (“Benalec” or “the Company”)

8. DOOR GIFT OR FOOD VOUCHER

There will be no door gift or food voucher for participating in the 18TH AGM.

9. ENQUIRY

If you have any enquiries prior to the 18TH AGM, please contact Tricor during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com