

FIRST ("1ST") ANNUAL GENERAL MEETING ("AGM") ADMINISTRATIVE GUIDE

Date : Wednesday, 25 June 2025

Time : 10.00 a.m.

Physical Meeting Venue : Grand Ballroom, DoubleTree by Hilton Shah Alam i-City of Finance Avenue, I-City, 40000 Shah Alam, Selangor

PROCEDURES TO PARTICIPATE IN THE FIRST ANNUAL GENERAL MEETING

BEFORE AGM DAY

A. REGISTER PROXY

Individual Shareholder / Corporate Shareholder / Nominees Company

| | Description | Procedure |
|-----|---|---|
| i. | Submit Form of Proxy (hardcopy) | <p>The closing time to submit your hardcopy Form of Proxy is at 10:00 a.m. on 23 June 2025.</p> <p>a. Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none">• MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy• Email address of the Proxy <p>b. Submit/Deposit the hardcopy Form of Proxy to the Company Address at 12, Jalan Anggerik Vanilla AD 31/AD, Kota Kemuning, 40460 Shah Alam, Selangor Darul Ehsan</p> |
| ii. | Electronic Lodgement of Proxy Form (e-proxy form) - For individual Shareholders only | <p>a. Individual shareholders to log in to Vote2U (https://web.vote2u.my) with your email address and password that you have registered with Vote2U. Please register a new account if you do not have an account.</p> <p>b. Click "Register Proxy Now" for e-Proxy registration.</p> <p>c. Select the general meeting event that you wish to attend.</p> <p>d. Select/ add your Central Depository System ("CDS") account number and number of shares.</p> <p>e. Select "Appoint Proxy".</p> <p>f. Fill-in the details of your proxy(ies) – ensure proxy(ies) email address(es) is/are valid.</p> <p>g. Indicate your voting instruction should you prefer to do so.</p> <p>h. Thereafter, select "Submit".</p> <p>i. Your submission will be verified.</p> |

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Shareholders who appoint Proxy(ies) to participate in the 1st AGM must ensure that the hardcopy or e-proxy is submitted not less than forty-eight (48) hours before the time appointed for holding the 1st AGM or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

ON AGM DAY

B. REGISTRATION

Individual Shareholders

| | Description | Procedures |
|----|--|--|
| i. | Register yourself at the registration counter to receive e-voting ballots. | <ul style="list-style-type: none">- Registration will be at the Meeting Venue at Grand Ballroom, DoubleTree by Hilton Shah Alam i-City of Finance Avenue, I-City, 40000 Shah Alam, Selangor- The registration counter will open from 9:00 a.m. to 10:00 a.m. on 25 June 2025- Please present your original <u>identity card ("IC") (Malaysian) or passport (Foreigner)</u> during registration for verification purposes. <i>Note: You are <u>NOT</u> allowed to register on behalf of another person even with the original IC or passport of the other person.</i>- Once registered, you will be given an e-voting ballot to cast your vote. <i>Note: Each shareholder will receive a unique e-voting ballot with QR code printed. Shareholders/Proxy are responsible for safeguarding their ballot. Please inform the registration counter immediately if your ballot is lost.</i> |

Proxy/Corporate Shareholder/Nominees Company

| | Description | Procedures |
|-----|--|--|
| ii. | Register yourself at the registration counter to receive e-voting ballots. | <ul style="list-style-type: none">- Registration will take place at the Meeting Venue at Grand Ballroom, DoubleTree by Hilton Shah Alam i-City of Finance Avenue, I-City, 40000 Shah Alam, Selangor- The registration counter will open from 9:00 a.m. to 10:00 a.m. on 25 June 2025- Please present your <u>original identity card ("IC") with proxy form, or corporate representative appointment letter</u> for verification during registration. |

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| | Description | Procedures |
|-----|---|--|
| ii. | Register yourself at the registration counter to receive e-voting ballots. (Cont'd) | <p>Note: You are <u>NOT</u> allowed to register on behalf of another person even with the original IC or passport of the other person.</p> <ul style="list-style-type: none"> - Once registered, you will be given an e-voting ballot to cast your vote. <p>Note: Each shareholder will receive a unique e-voting ballot with QR code printed. Shareholders/Proxy are responsible for safeguarding their ballot. Please inform the registration counter immediately if your ballot is lost.</p> |

C. VOTING

| | Description | Procedures |
|-----|--------------------|---|
| i. | E-Voting | <p>Once the Chairman announces the opening of voting:</p> <ul style="list-style-type: none"> a. Scan the QR code on the e-voting ballot or visit the support counter for assistance. Note: If your device does not have a built-in QR scanner, you will need to download third-party software to scan the QR code. b. After scanning the QR code, you will be directed to the 1st AGM landing page. Please verify your details, then scroll down and click "Confirm Details & Start Voting". c. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click "Next" to continue voting for all resolutions. d. To change your vote, click the "Back" button and select another voting choice. e. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click "Confirm" to submit your vote. Note: Please note that you are <u>not</u> able to change your voting choices after you have confirmed and submitted your votes <p>The support team will be available to assist you if you encounter any difficulties.</p> |
| ii. | View voting result | <p>Upon the Chairman's announcement of the results:</p> <ul style="list-style-type: none"> a. Scan the QR code on the e-voting ballot Note: If your device does not have a built-in QR scanner, you will need to download third-party software to scan the QR code. |

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| | Description | Procedures |
|--|-------------|---|
| | | <p>b. After scanning the QR code, you will be directed to the 1st AGM landing page. Scroll down and click "View voting"</p> <p>c. On the voting result page, you are able to see the results details page</p> |

1. ENTITLEMENTS TO ATTEND AND VOTE AT THE 1ST AGM

- Only members whose names appear on the **Record of Depositors of the Company as at 18 June 2025** shall be eligible to attend the 1st AGM or appoint proxies to attend and vote on their behalf.

2. PROXY

- A member shall be entitled to appoint another person as his/her proxy to exercise all or any of his/her rights to attend, participate, speak and vote in his/her stead. Where a member appoints two proxies, the appointment shall not be valid unless he/she specifies the proportions of his/her holdings to be represented by each proxy.
- The Form of Proxy shall not be treated as valid unless the posted Form is received or the Form is deposited at the Company Address at **12, Jalan Anggerik Vanilla AD 31/AD, Kota Kemuning, 40460 Shah Alam, Selangor Darul Ehsan not less than Forty-eight (48) hours before the time appointed for holding the 1st AGM or any adjournment thereof**. Forms of Proxy transmitted by fax or email will not be accepted. The Company will not accept any photocopies of the form of proxy in place of the original signed copy.
- Alternatively, for individual members only, the Form of Proxy may be **lodged electronically ("e-Proxy") via the RPV Online portal at <https://web.vote2u.my> (applicable to individual shareholders only)**. Please refer to Section A (ii) of this administrative guide for the procedures on electronic lodgement of Proxy Form.

ADDITIONAL INFORMATION

Voting Procedure

Agmo Digital Solutions Sdn Bhd and Aegis Communication Sdn. Bhd. have been appointed as Poll Administrator and Independent Scrutineer to conduct the polling process and verify the results of the poll, respectively.

No Door Gift or e-Voucher or Food Voucher

There will be **NO** door gift or e-Voucher or food voucher will be distributed to Shareholders/Proxies/Corporate Representatives for participating in the 1st AGM .

Enquiry

For enquiries relating to the AGM registration and/or e-voting or any issues encountered during registration, log in, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows: -

Live chat : <https://web.vote2u.my>
Telephone No. : 03-7664 8520 / 03-7664 8521
Email address : vote2u@agmostudio.com