



**COMFORT GLOVES BERHAD**  
**[Registration No. :193701000006 (852-D)]**  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE**  
**FOR THE 84TH ANNUAL GENERAL MEETING (“AGM” OR THE “MEETING”)**

**Day and Date** : Monday, 26 May 2025  
**Time** : 09.00 a.m.  
**Venue** : **Flemington Hotel**  
**(Hall : M1 (Ground Floor)),**  
1, Jalan Samanea Saman,  
34000 Taiping,  
Perak

**1. ENTITLEMENT TO PARTICIPATE IN THE AGM**

In respect of deposited securities, only members whose names appear on the Record of Depositors on **19 MAY 2025** (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

**2. FORM OF PROXY**

Members who are unable to attend the AGM are encouraged to appoint a proxy or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the form of proxy in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at the Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan. Alternatively, the form of proxy may also be lodged electronically via <https://investor.boardroomlimited.com> not less than forty-eight (48) hours, i.e. latest by Saturday, 24 May 2025 at 09.00 a.m., before the time appointed for holding the said Meeting or any adjournment thereof. Please find the below steps for eProxy lodgement:

- i. Create an account via <https://investor.boardroomlimited.com>;
- ii. Select “COMFORT GLOVES BERHAD” from the list of Meeting Event(s) and click “Enter”;
- iii. Click “Submit eProxy Form”;
- iv. For Corporate Shareholder, select the company you would like to represent (if more than one) (Boardroom Smart Investor Portal now facilitates the registration of Corporate Shareholders);
- v. Enter your CDS account no. and number of shares held. Read and accept the General Terms and Conditions by clicking “Next”;
- vi. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate “Discretionary”;

- vii. Review and confirm your proxy/proxies appointment and click “Next”;
- viii. Download or print the eProxy form as acknowledgement;

If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM if you have earlier appointed a proxy and such proxy has not been revoked in accordance with the paragraph below-headed “Revocation of Proxy”.

### **3. REVOCATION OF PROXY**

If you have submitted your form of proxy and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) or login to <https://investor.boardroomlimited.com> to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the Meeting i.e. latest by Saturday, 24 May 2025 at 09.00 a.m.

### **4. REGISTRATION**

The Registration will commence at 8.00 a.m. at the entrance of the designated meeting room in Flemington Hotel and will end at a time when the Meeting commences.

Please read the signage to ascertain the correct registration counter. Please present your original National Registration Identity Card (NRIC) or Passport at the registration counter for verification purposes. Kindly ensure the original NRIC or Passport is returned to you thereafter. No person will be allowed to register on behalf of another person with the NRIC or Passport of that other person.

Upon verification, attendees are required to write their names and sign on the Attendance List placed on the registration table. An identification wristband will be provided to shareholders/proxy(ies) upon successful registration. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

### **5. VOTING PROCEDURE**

All the resolutions set out in the Notice of the AGM will be put to vote by poll pursuant to Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. Boardroom Corporate Services Sdn. Bhd. has been appointed as Independent Scrutineers to verify the poll results.

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## **6. ISSUANCE OF DOCUMENTS BY ELECTRONIC MEANS**

The following documents which are available for downloading from the Company's website at 25<sup>th</sup> April 2025:-

1. Annual Report 2024;
2. Corporate Governance Report 2024;
3. Notice of the AGM;
4. Form of Proxy;
5. Administrative Guide; and
6. Requisition Form for printed copy of Annual Report 2024.

You may request for a printed copy of the Annual Report 2024 by completing and submitting the Requisition Form provided by us. We will send it to you by ordinary post as soon as possible upon receipt of your request.

## **7. OTHERS**

### **A. Parking**

Complimentary parking is subject to the discretion of the venue.

### **B. Refreshment**

Refreshment will be provided during the AGM.

### **C. Vouchers**

There will be no distribution of food/gift vouchers for shareholders/proxies who attend the AGM.

### **D. No Recording or Photography**

Recording or photography of the meeting proceedings is prohibited without the prior written permission of the Company.

### **E. Seating**

All participants are requested to be seated at least five minutes before the scheduled commencement of the Meeting.

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## 8. ENQUIRY

If you have any enquiries prior to the AGM, you may contact the following during office hours from Monday to Friday (8.30a.m. to 5.30p.m.):-

### **BOARDROOM SHARE REGISTRARS SDN. BHD.**

**ADDRESS** : 11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

### **Personal Data Policy**

By registering for the Meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents), and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the shareholder's breach of warranty.

[This marks the end of the administrative guide for the 84th Annual General Meeting]