



ADMINISTRATIVE GUIDE FOR THE FOURTEENTH ANNUAL GENERAL MEETING (14TH AGM”) OF HEXTAR INDUSTRIES BERHAD

Day, Date and Time : **Tuesday, 16 June 2026 at 10:00 a.m.**
 Meeting Venue : **Level 17, Hextar Tower,
 Empire City Damansara, Jalan PJU 8/1,
 Damansara Perdana,
 47820 Petaling Jaya, Selangor**

APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at **8 June 2026** shall be eligible to attend, speak and vote at the AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

Shareholders who appoint proxy(ies) to participate 14th AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) no later than **Sunday, 14 June 2026 at 10:00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner: -

- (i) **In hard copy form**
 In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, in the designated drop-in box at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
- (ii) **By electronic form**
 The proxy form can be electronically lodged with the Share Registrar of the Company via SRMY Vistra Portal at <https://srmy.vistra.com>. Kindly refer to procedures below for electronic lodgement of proxy form.

Procedure	Action
<u>i. Steps for Individual Shareholders</u>	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password.

	<i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: “HEXTAR INDUSTRIES BERHAD 14TH AGM” 3. Navigate to the 3 dots at the end of the corporate event and choose “SUBMISSION OF PROXY FORM”. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record.
ii. <u>Steps for Corporation or Institutional Shareholders</u>	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select “Representative of Corporate Holder” and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your 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>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: “HEXTAR INDUSTRIES BERHAD 14TH AGM” 3. Navigate to the icon “>” at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder’s name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select “Confirm” to complete your submission. 10. Print the confirmation report of your submission for your record.

ENQUIRY

If you have any enquiries on the above, please contact the following persons 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
Email	:	is.enquiry@vistra.com
Contact persons	:	Mohammad Khairudin
Contact number	:	+603-2783 7973
Email	:	Mohamad.Khairudin@vistra.com
Contact Persons	:	Nurul Ainee
Contact number	:	+603-2783 9265
Email	:	Nurul.Ainee@vistra.com