HEXTAR TECHNOLOGIES SOLUTIONS BERHAD
[Registration No.: 200501034100 (716241-X)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR 21ST ANNUAL GENERAL MEETING ("AGM")

Day, Date and Time	:	**Thursday, 20 August 2026 at 10.30 a.m.**
Meeting Venue	:	**Hextar Hall, Level 17, Hextar Tower, Hextar World Empire City, No. 8, Jalan PJU 8, Damansara Perdana, 47820 Petaling Jaya, Selangor Darul Ehsan**

1. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a member whose name appears on the Record of Depositor as at **Thursday, 13 August 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.

2. REFRESHMENT, NO DOOR GIFTS OR FOOD VOUCHERS

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

3. REGISTRATION ON THE DAY OF THE AGM

Registration will start on Thursday, 20 August 2026 at 9:30 a.m. at Hextar Hall, Level 17, Hextar Tower, Hextar World Empire City, No. 8, Jalan PJU 8, Damansara Perdana, 47820 Petaling Jaya, Selangor Darul Ehsan.

An original MyKad or passport is required to be presented during registration for verification. You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Upon verification of your MyKad or passport and signing of attendance list, you will be given an identification wristband to enter the meeting room. There will be no replacement for a wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting hall if you are wearing the identification wristband.

4. POLL VOTING

The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll and KMZ & Co. as Scrutineer to verify the poll results.

5. APPOINTMENT OF PROXY

Shareholders who appoint proxy(ies) to participate in the AGM must ensure that the duly executed Proxy Form is deposited in a hard copy form or by electronic means to Tricor no later than **Tuesday, 18 August 2026 at 10:30 a.m.**

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

(i) <u>In hard copy form</u>
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 ("Tricor"), Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, Drop-in Box located 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 Vistra Share Registry and IPO (MY) portal at https://srmy.vistra.com. Kindly refer to the procedures below for the electronic lodgement of the Proxy Form.

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	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. *If you are an existing user with The 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. 2. Select the corporate event: "**HEXTAR TECHNOLOGIES SOLUTIONS BERHAD 21ST 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. Steps for Corporation or Institutional Shareholders	
Register as a User at The Portal	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. *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.*
Proceed with submission of proxy form	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "**HEXTAR TECHNOLOGIES SOLUTIONS BERHAD 21ST 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.

6. NO RECORDING OR PHOTOGRAPHY

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

7. TRAVEL ARRANGEMENT

If you are driving to the Meeting Venue, please refer to the **WAYFINDER VIDEOS** below for directions to Hextar Tower.

WAYFINDER VIDEOS to Hextar Tower:

- From B2 Empire City:
  https://drive.google.com/file/d/1k_gjfMUfInmp9SjiWCNiPFhTzmgKwh97/view?usp=drivesdk

- From Drop Off Point:
  https://drive.google.com/file/d/11h5n4nZCfQA_gXyWy-W_mSbQJZkFXiOw/view?usp=drivesdk

- From HCK Tower:
  https://drive.google.com/file/d/15Abngb8Vb38YkY8ZF9f6dgi4JwGxG0aU/view?usp=drivesdk

If you are travelling by Grab, you may use the link below to book your ride directly to Hextar Tower:
https://app.grab.com/s/FN7b2ERr

8. 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	: Mohamad Khairudin : +603-2783 7973 Mohamad.Khairudin@vistra.com Nurul Ainee : +603-2783 9265 Nurul.Ainee@vistra.com