ADMINISTRATIVE DETAILS FOR THE THIRTEENTH ANNUAL GENERAL MEETING ("13TH AGM")

Date	:	Tuesday, 18 November 2025
Time	:	10.30 a.m.
Venue	:	Tropicana Golf & Country Resort, Ballroom V Main Wing, Jalan Kelab Tropicana 47410 Petaling Jaya, Selangor Darul Ehsan

MEMBERS' ENTITLEMENT TO ATTEND, SPEAK AND VOTE AT THE 13TH AGM

Only members whose names appear on the **Record of Depositors as of 7 November 2025** of the Company shall be eligible to attend, speak and vote (collectively, "participate") in the 13th AGM or to appoint proxy(ies), authorised representative(s) or attorney(s) to participate on their behalf in the 13th AGM.

Members who are unable to participate in the 13th AGM are encouraged to appoint proxy(ies) or the Chairperson of the Meeting to vote on their behalf in the 13th AGM by indicating the voting instructions in the Proxy Form in accordance with the notes printed therein.

Members who wish to participate at the 13th AGM, please **DO NOT** submit any Proxy Form for the 13th AGM. A member will not be allowed to participate at the 13th AGM together with the appointed proxy(ies).

REGISTRATION OF ATTENDANCE ON THE DAY OF THE 13TH AGM

1. Registration will begin at 9.30 a.m. and the AGM will start promptly at 10.30 a.m. We strongly encourage everyone to arrive early to facilitate a smooth registration process. You may enter the meeting venue from 10.00 a.m. onwards.

2. **ORIGINAL** National Registration Identity Card ("NRIC") or passport (for non-Malaysian) is required to be presented during registration for verification purposes. A photocopy of your NRIC or passport **WILL NOT BE ACCEPTED**. No person will be allowed to register on behalf of another person even with the original NRIC or passport of that person.

3. Upon verification and registration:

    - Please sign the Attendance List and an identification wristband printed with passcode will be provided for electronic voting purposes before entering the meeting room.
    - If you are attending the AGM as both a shareholder and a proxy, you will only need to register once and will be given a single identification wristband to enter the meeting room.

4. No person will be allowed to enter the meeting room without the identification wristband. Please note that no replacement will be provided in the event the wristband is lost or misplaced.

5. All members and proxies are encouraged to enter the meeting venue and be seated at least ten (10) minutes before the commencement of the 13th AGM.

ADMINISTRATIVE **DETAILS**

POLL VOTING AT THE MEETING

The voting at the 13th AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company has appointed AscendServ Capital Markets Services Sdn. Bhd. ("AscendServ") as the Poll Administrator to conduct the poll by way of electronic voting and Scrutineer Solutions Sdn. Bhd. as Independent Scrutineers to verify the poll results. You may cast your vote at the kiosk provided by ACM at the meeting venue.

Upon completion of the voting session for the 13th AGM, the Independent Scrutineers will verify the poll results, followed by the Chairperson's declaration whether the resolution(s) tabled for voting is carried or otherwise.

APPOINTMENT OF PROXY/AUTHORISED REPRESENTATIVE/ATTORNEY

The appointment of a proxy/authorised representative/attorney for the 13th AGM may be made in hard copy form or by electronic means. The duly executed instrument appointing a proxy/authorised representative/attorney must be deposited or submitted in the following manner, no later than **Sunday, 16 November 2025** at **10.30 a.m.**:

(i) In hard copy form

In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the Registered Office of the Company at Office Suite No. 603, Block C, Pusat Dagangan Phileo Damansara 1, No. 9, Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia ("Registered Office"), **OR**

(ii) By electronic means (for individual members only)

The Proxy Form can be electronically lodged with the Share Registrar of the Company via **Dvote Online** website at **www.dvote.my**.

Corporate member(s) who wish to appoint authorised representative(s) instead of a proxy(ies), please deposit the **ORIGINAL** certificate of appointment of authorised representative at the Registered Office before the 13th AGM or bring the **ORIGINAL** certificate of appointment of authorised representative to the 13th AGM.

Attorney(s) appointed by Power of Attorney **MUST** deposit the **ORIGINAL** Power of Attorney at the Company's Registered Office no later than **Sunday, 16 November 2025** at **10.30 a.m.** to participate in the 13th AGM.

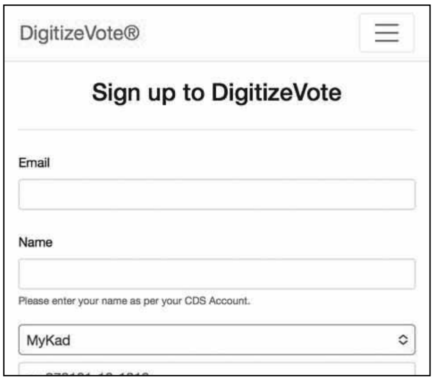
PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM VIA DVOTE

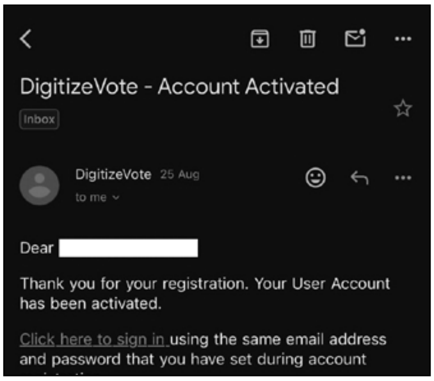
Individual member(s) who wish to lodge your Proxy Form electronically via **Dvote Online** website is **required to register as a Dvote user at www.dvote.my**. Once you have successfully registered and activated your Dvote user account, you may proceed to lodge your Proxy Form electronically via the platform.

Note*: If you are already a registered Dvote user, you are not required to register again.*

Kindly refer to the following procedures for guidance on registering as a Dvote user and electronic lodgement of Proxy Form for the 13th AGM:

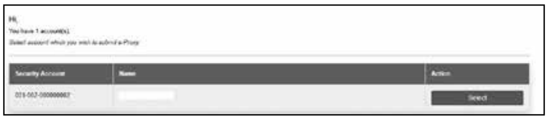
Sign-up as Dvote User

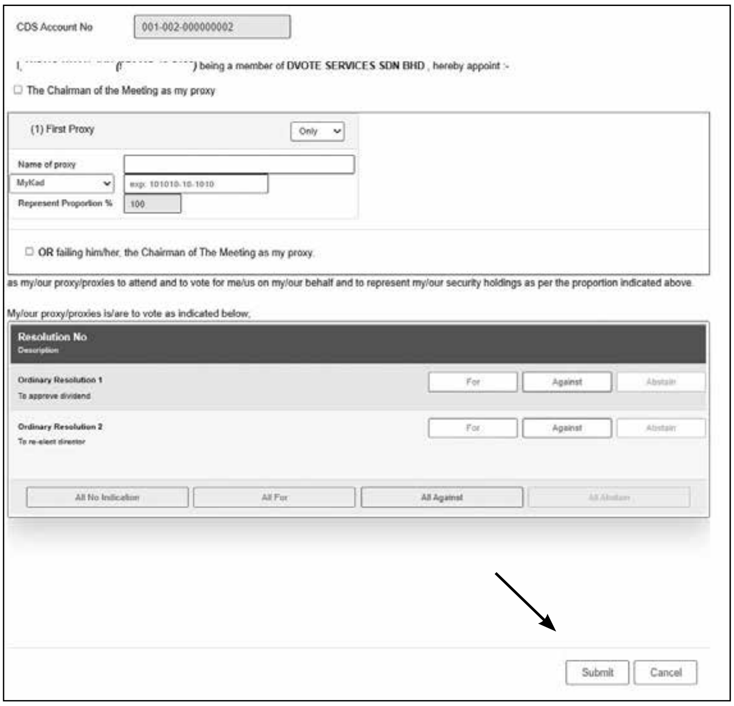




1	2	3
Start Click on *Sign up as a new user*	**Fill up your detail** - Fill up all fields accordingly. - Verify and click on Sign up now.	**Notice of Account Activation** An account activation email will be sent to you once your information has been verified and approved by our team.

Submission of Electronic Proxy Form





ADMINISTRATIVE **DETAILS**

REVOCATION OF PROXY

If you have submitted the Proxy Form and subsequently decide to change your proxy(ies) or revoke your appointment(s) to participate in the 13th AGM, please write in to the Company's Share Registrar at **generalmeeting@ascendserv.com** no later than **Sunday, 16 November 2025 at 10.30 a.m**.

Upon revocation, your proxy(ies) will not be allowed to participate in the 13th AGM. Please advise your proxy(ies) accordingly.

PARKING

A total of **200 parking bays** are available at the meeting venue on a first-come, first-served basis. Parking is **complimentary for all meeting participants**.

REFRESHMENT

Refreshments will be served.

NO DOOR GIFTS OR VOUCHERS

There will be **no distribution** of door gifts or vouchers for the 13th AGM.

ANNUAL REPORT AND/OR CIRCULAR TO SHAREHOLDERS

You may request for a printed copy of the Annual Report 2025 and/or the Circular to Shareholders of the Company by emailing to AscendServ at **investor.enquiry@ascendserv.com**.

NO RECORDING

Strictly no recording of the 13th AGM proceedings is allowed.

ENQUIRY

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

AscendServ Capital Markets Services Sdn Bhd

Contact Person	: Mr Alven Lai / Ms Stephanie Wee
Telephone Number	: +603-78900238
E-mail Address	: **generalmeeting@ascendserv.com**