

## ADMINISTRATIVE GUIDE

### FOR THE 2025 ANNUAL GENERAL MEETING (“2025 AGM” and/or “AGM”) OF KAWAN RENERGY BERHAD

**Day and Date** : Thursday, 17 April 2025  
**Time** : 11.00 a.m.  
**Venue of Meeting** : Impiana Hotel, The Ballroom, Ground Floor, 18, Jalan Sultan Nazrin Shah, 30250 Ipoh, Perak Darul Ridzuan

#### 1. CORPORATE MEMBERS

- a. Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**” or “**Share Registrar**”) on or before the Annual General Meeting.
- b. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than 15 April 2025 at 11.00 a.m. to attend and vote at the 2025 AGM.

#### 2. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- a. Only a depositor whose name appears on the ROD as at 10 April 2025 shall be entitled to attend, speak and vote at the 2025 AGM or appoint proxies to attend and/or vote on his/her behalf.

#### 3. PROXY

The appointment of proxy may be made in hard copy form or by electronic form in the following manner and must be received by the Company at least forty-eight (48) hours before the time appointed for holding the 2025 AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid:-

a. In hard copy form

In case of an appointment made in hard copy form, the Form of Proxy must be deposited with the Share Registrar of the Company at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

b. By electronic means

You may also submit the Form of Proxy electronically via TIIH Online website at <https://tiih.online> not later than 15 April 2025 at 11.00 a.m. Please do read and follow the procedures below to submit Form of Proxy electronically.

#### 4. ELECTRONIC LODGEMENT OF FORM OF PROXY

The procedures to lodge your Form of Proxy electronically via Tricor's **TIIH Online** website are summarised below:

Procedure		Action
<b>1. Steps for Individual Members</b>		
(a)	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>• Please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Select the "<b>Sign Up</b>" button and followed by "<b>Create Account by Individual Holder</b>". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with <b>TIIH Online</b>, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: "<b>KAWAN RENERGY BERHAD 2025 AGM - SUBMISSION OF FORM OF PROXY</b>".</li> <li>• Read and agree to the terms and conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print Form of Proxy for your record.</li> </ul>
<b>2. Steps for Corporation or Institutional Members</b>		
(a)	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>• Access <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects the "Sign Up" button and followed by "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>

Procedure		Action
<b>2. Steps for Corporation or Institutional Members</b>		
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: <b>“KAWAN RENERGY BERHAD 2025 AGM - SUBMISSION OF FORM OF PROXY”</b>.</li> <li>• Read and agree to the terms and conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “Submission of Form of Proxy” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## 5. POLL VOTING

- The Voting at the 2025 AGM will be conducted by poll in accordance with Paragraph 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the polling process.
- During the 2025 AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- Upon completion of the voting session for the 2025 AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## 6. ANNUAL REPORT 2024

- The Company’s Annual Report 2024 is available at the Company’s website at <https://www.kawan-renergy.com.my>
- Should you require a printed copy of the Annual Report 2024, please request at our Share Registrar’s website at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services” or kindly contact Tricor. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## 7. REGISTRATION

- a. The registration will commence at **10.00 a.m. on Thursday, 17 April 2025** and will remain open until the conclusion of the 2025 AGM or such time as may be determined by the Chairman of the meeting.
- b. Please present your original National Registration Identity Card (“NRIC”) or passport (for non-Malaysian) to the registration staff for verification.
- c. Upon verification, you are required to write your name and sign the attendance list placed on the registration table. You will be given a voting slip for voting purposes.
- d. No person will be allowed to register on behalf of another person even with the original NRIC or passport of the other person.

## 8. RECORDING OR PHOTOGRAPHY

- a. Strictly **NO** unauthorised recording or photography of the 2025 AGM proceedings is allowed.

## 9. ENQUIRY

- a. If you have any enquiries on the above, please contact our Share Registrar 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

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Fax Number : +603-2783 9222

Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)

### **Personal Data Policy**

*By registering for the remote participation and electronic voting 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.*