

# ADMIN GUIDE

## FOR THE SECOND ANNUAL GENERAL MEETING (“2<sup>ND</sup> AGM”)

<b>Day and Date</b>	: Friday, 7 June 2024
<b>Time</b>	: 10.00 a.m.
<b>Broadcast Venue</b>	: Tricor Business Centre, Manuka 2 & 3, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur
<b>Meeting platform</b>	: TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>

The 2<sup>nd</sup> AGM of the Company will be conducted on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting facilities (“RPV”). The Broadcast Venue of the 2<sup>nd</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders/proxies **WILL NOT BE ALLOWED** to attend the 2<sup>nd</sup> AGM in person at the Broadcast Venue on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

The RPV facilities are available on Tricor Investor & Issuing House Services Sdn. Bhd. via its TIIH Online website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 2<sup>nd</sup> AGM using RPV.

A shareholder who has appointed a proxy(ies) or attorney(s) or corporate representative(s) to participate at this 2<sup>nd</sup> AGM must request his/her proxy(ies) or attorney(s) or corporate representative(s) to register himself/herself via Tricor’s TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

### PROCEDURES FOR RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 2<sup>nd</sup> AGM using the RPV:

Procedure	Action
<b>BEFORE THE AGM DAY</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified via email.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b) Submit your Registration for RPV	<ul style="list-style-type: none"> <li>• Registration is open from Tuesday, 30 April 2024 until the day of the 2<sup>nd</sup> AGM on Friday, 7 June 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 2<sup>nd</sup> AGM to ascertain their eligibility to participate in the 2<sup>nd</sup> AGM using the RPV.</li> <li>• Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) KJTS GROUP BERHAD 2<sup>ND</sup> AGM</b>”</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> </ul>

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For the Second Annual General Meeting (“2<sup>nd</sup> AGM”)

Procedure	Action
<b>BEFORE THE AGM DAY</b>	
(b) Submit your Registration for RPV	<ul style="list-style-type: none"> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors dated 30 May 2024, the system will send you an e-mail on <b>5 June 2024 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>ON THE DAY OF THE 2<sup>ND</sup> AGM</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 2<sup>nd</sup> AGM at any time from 9.00 a.m. i.e. one (1) hour before the commencement of the 2<sup>nd</sup> AGM on Friday, 7 June 2024 at 10.00 a.m.</li> </ul>
(d) Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) KJTS GROUP BERHAD 2<sup>ND</sup> AGM</b>” to engage in the proceedings of the 2<sup>nd</sup> AGM remotely.</li> <li>If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the 2<sup>nd</sup> AGM. If there is time constraint, the responses will be provided to you at the earliest possible, after the meeting.</li> </ul>
(e) Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Friday, 7 June 2024 until a time when the Chairman announces the end of the voting session.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) KJTS GROUP BERHAD 2<sup>ND</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f) End of remote participation	<ul style="list-style-type: none"> <li>The live streaming will end upon announcement by the Chairman on the closure of the 2<sup>nd</sup> AGM.</li> </ul>

### Notes to users of the RPV facilities:

- Should your registration for the RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

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For the Second Annual General Meeting ("2<sup>nd</sup> AGM")

## ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only a member whose name appears on the Record of Depositor as at 30 May 2024 shall be entitled to attend and vote or appoint proxy/proxies to attend and vote on his/her behalf in the 2<sup>nd</sup> AGM via RPV.

In view that the 2<sup>nd</sup> AGM will be conducted on a virtual basis, if you are unable to attend the meeting via RPV on 7 June 2024, you may appoint the Chairman of the 2<sup>nd</sup> AGM as proxy and indicate the voting instructions in the Proxy Form.

If you wish to personally participate in the 2<sup>nd</sup> AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 2<sup>nd</sup> AGM together with a proxy appointed by you.

Accordingly, the Proxy Form and/or documents relating to the appointment of proxy or authorised representative or attorney for the 2<sup>nd</sup> AGM whether in hard copy form or electronic means shall be deposited or submitted in the following manner not later than **Wednesday, 5 June 2024 at 10.00 a.m.**:

(i) In hard copy form

By hand or post to the office of the Company's Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic form

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

## ELECTRONIC LODGEMENT OF PROXY FORM

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
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>KJTS GROUP BERHAD 2<sup>ND</sup> AGM - SUBMISSION OF PROXY FORM</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/proxies and insert the required details of your proxy/proxies or appoint the 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 the form of proxy for your record.</li> </ul>
<b>ii. Steps for Corporate or Institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects "<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>

Note: The representative of a corporate 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 our Share Registrar if you need clarifications on the user registration.

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Procedure	Action
<b>ii. Steps for Corporate or Institutional shareholders</b>	
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: <b>“KJTS GROUP BERHAD 2<sup>ND</sup> AGM – SUBMISSION OF PROXY FORM”</b></li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” 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>• Login to TIIH Online, select corporate event: <b>“KJTS GROUP BERHAD 2<sup>ND</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</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>

## POLL VOTING

The voting at the 2<sup>nd</sup> 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting.

Shareholders or proxies or corporate representatives or attorneys can proceed to vote on the resolutions at any time from 10.00 a.m. on Friday, 7 June 2024 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the item (e) of the above “Procedures for RPV” for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 2<sup>nd</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## PRE-MEETING SUBMISSION OF QUESTIONS

The Board recognises that the 2<sup>nd</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 2<sup>nd</sup> AGM, shareholders may in advance, before the 2<sup>nd</sup> AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically **no later than Wednesday, 5 June 2024, at 10.00a.m.** The Board of Directors will endeavor to address the questions received at the 2<sup>nd</sup> AGM.

## DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 2<sup>nd</sup> AGM as the meeting will be conducted on a fully virtual basis.

## ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except public holidays) at:

<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b>		
Telephone Number	General Line	603-2783 9299
Contact Person	Mr Muhammad Asyran	603-2783 9249 muhammad.asyran@my.tricorglobal.com
	Mr Ashvinder Singh	603-2783 7962 ashvinder.singh@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	