

**KJTS GROUP BERHAD****(Registration No. 202201020004 (1465701-T))**

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

FOR THE THIRD ANNUAL GENERAL MEETING ("3RD AGM")

Day and Date:
Tuesday, 27 May 2025

Time:
10.00 a.m.

Meeting Venue:
Sime Darby Convention Centre
1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia.

REGISTRATION

The registration counter starts at 9.00 a.m. on Tuesday, 27 May 2025 and will open until the conclusion of the 3rd AGM or such time may be determined by the Chairman of the Meeting.

Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

Upon verification, shareholders or proxies will also be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

CORPORATE MEMBERS

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. ("TIIH") on or before the Annual General Meeting.

Attorneys appointed by power of attorney are required to deposit their power of attorney with TIIH not later than Sunday, 25 May 2025 at 10.00 a.m. to attend and vote at the 3rd AGM.

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 3rd AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:

i) In hardcopy form

In case of an appointment made in hardcopy form, the proxy form must be deposited at 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 or its drop-in box located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

ii) In electronic form

You may also submit your proxy appointment electronically via TIIH Online website at <https://tiih.online>. Please do read and follow the procedures below to submit proxy form electronically.

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ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's TIH Online website are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tjih.online. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIH Online, you are not required to register again.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. Select the corporate event: KJTS GROUP BERHAD 3RD AGM - SUBMISSION OF PROXY FORM. Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the form of proxy for your record.
ii. Steps for corporate or institutional shareholders	
Register as a User with TIH Online	<ul style="list-style-type: none"> Access TIH Online at https://tjih.online Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>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.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> Login to TIH Online at https://tjih.online Select the corporate event: "KJTS GROUP BERHAD 3RD AGM – SUBMISSION OF PROXY FORM". Agree to the Terms & Conditions and Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Login to TIH Online, select corporate event: "KJTS GROUP BERHAD 3RD AGM - SUBMISSION OF PROXY FORM". Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.

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GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 3rd AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 20 May 2025 and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 3rd AGM arrangement.

POLL VOTING

Voting at the 3rd AGM will be conducted by poll in accordance with Paragraph 8.31A of 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 (e-voting).

During the 3rd 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 3rd AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

DOOR GIFT/VOUCHER

There will be **no distribution** of door gifts or vouchers for the 3rd AGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 3rd AGM are allowed.

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:

Tricor Investor & Issuing House Services Sdn. Bhd.		
Telephone Number	General Line	603-2783 9299
Contact Person	Nor Faeayzah	603-2783 9274 Nor.faeayzah@vistra.com
	Damia Insyirah	603-2783 7962 Damia.insyirah@vistra.com
Fax Number	603-2783 9222	
Email	ls.enquiry@vistra.com	