



## Property

### **KERJAYA PROSPEK PROPERTY BERHAD**

(Registration No. 199401001358 (287036-X))  
(Incorporated in Malaysia)

#### **ADMINISTRATIVE GUIDE**

Date	:	Thursday, 28 August 2025
Time	:	12.00 p.m. or immediately after the conclusion or adjournment (whichever is the later) of the 32 <sup>nd</sup> Annual General Meeting of the Company
Meeting venue	:	Ballroom 1, Level 3, Courtyard by Marriott Kuala Lumpur South No. 137, Jalan Puchong 58200 Kuala Lumpur Wilayah Persekutuan Kuala Lumpur

#### **1. REGISTRATION**

- a) Registration will commence at 9.30 a.m.
- b) Please read the signage to ascertain the registration area and proceed for registration.
- c) Original MyKad/Passport is required during the registration for verification purposes. Upon verification of your MyKad/Passport and signing the attendance list, you will be given an identification wristband to be secured around your wrist.
- d) Upon verification and registration:
  - (i) Please sign on the Attendance List and an identification wristband will be provided at the registration counter;
  - (ii) If you are attending the Extraordinary General Meeting ("EGM") as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
  - (iii) No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband. The said wristband has a passcode printed in it, which will be required for electronic voting purpose.
- e) Please also note that you will not be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
- f) The registration counters will only handle the verification of identities and registration. If you have other queries, please proceed to the Help Desk.
- g) We would appreciate it if you would vacate the registration area immediately after registration.

#### **2. MEETING**

The meeting will start promptly at 12.00 p.m. shareholders are reminded to be punctual.

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

- Only a depositor whose name appears on the **ROD as at 20 August 2025** shall be entitled to attend, speak and vote at the EGM or appoint proxies to attend and/or vote on his/her behalf.

### 4. APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

- If you are unable to attend the meeting on Thursday, 28 August 2025, you may appoint a proxy to attend and vote on your behalf, or failing which the Chairman of the Meeting as a proxy and indicate the voting instruction in the Form of Proxy.
- Accordingly, the Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **12.00 p.m. on Tuesday, 26 August 2025**.

#### (i) In Hard Copy:

By hand or post to the Share Registrar Office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur or alternatively, at the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

#### (ii) By Electronic Form:

All members can have the option to submit Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	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” select “<b>Create Account by Individual Holder</b>”. Please do 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 e-mail.</li><li>• If you are already a user with TIIH Online, 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 user name (i.e. email address) and password.</li><li>• Select the corporate event: “<b>KERJAYA PROSPEK PROPERTY BERHAD EGM 2025 – Submission of Proxy Form</b>”.</li><li>• Read and agree to the Terms &amp; 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></ul>

		<ul style="list-style-type: none"> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print Form of Proxy for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	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 corporation or institutional member 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> <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 holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(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>KERJAYA PROSPEK PROPERTY BERHAD EGM 2025 – Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the 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>• 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 EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the 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 by way of electronic voting and AscendServ Capital Markets Services Sdn. Bhd. as Scrutineers to verify the poll results.

## 6. NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution of door gifts or vouchers** for the EGM.

## 7. **HELP DESK**

- Please proceed to the Help Desk for any clarification or queries apart from registration details.
- The Help Desk will also handle revocation of proxy's appointment.

## 8. **CIRCULAR TO SHAREHOLDERS**

- The Circular to shareholders is available at the Company's website at [www.kpproperty.com.my](http://www.kpproperty.com.my) and Bursa Securities' website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company's announcements.
- Should you require a printed copy of the Circular, please request at our Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses given below. We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## 9. **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

## 10. **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 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](mailto:is.enquiry@vistra.com)

Contact Persons : Mr. Jake Too : +603-2783 9285

: Mr. Aiman : +603-2783 9262

Mr. Asyraf : +603-2783 9244