

# ADMINISTRATIVE GUIDE

## FOR THE 2025 ANNUAL GENERAL MEETING (“AGM”) OF KTI LANDMARK BERHAD

**Day and Date** : Thursday, 29 May 2025  
**Time** : 10.00 a.m.  
**Venue of Meeting** : Ballroom 1, Level 2, Hilton Hotel Kota Kinabalu, Jalan Tunku Abdul Rahman, Asia City, 88000 Kota Kinabalu, Sabah, Malaysia

### 1. CORPORATE MEMBERS

- a. Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original certificate of appointment of authorised representative to Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) on or before the AGM.
- b. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote.

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

Only a member whose name appears on the ROD as at 22 May 2025 shall be entitled to attend or appoint proxy(ies) to attend, speak and vote on his/her/its 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 not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:-

#### a. In hard copy form

In the case of an appointment made in hard copy form, this Proxy Form must be deposited at the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, deposited in the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

#### b. By electronic means

You may also submit the Proxy Form electronically via TIH Online website at <https://tiih.online> not later than 27 May 2025 at 10.00 a.m. Please do read and follow the procedures below to submit Proxy Form electronically.

#### 4. ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your Proxy Form 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 Proxy Form      | <ul style="list-style-type: none"> <li>• After the release of the Notice of 2025 Annual General Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: “<b>KTI LANDMARK BERHAD AGM 2025 - 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 Proxy Form 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 authorised 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 Proxy Form | <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>KTI LANDMARK BERHAD AGM 2025 - 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

- a. The voting at the 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 polling process and Scrutineer Solutions Sdn Bhd as the Independent Scrutineer to verify the poll results.
- b. During the 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.
- c. Upon completion of the voting session for the AGM, the Scrutineer will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## 6. ANNUAL REPORT 2024

- a. The Company’s Annual Report 2024 is available at the Company’s website at <https://ktilandmark.com/investor-relations/>.
- b. 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 9.00 a.m. on Thursday, 29 May 2025 and will remain open until the conclusion of the 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. DOOR GIFT**

Corporate gift set.

**9. RECORDING OR PHOTOGRAPHY**

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

**10. ENQUIRY**

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  
Fax Number : +603-2783 9222  
Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)