



A MEMBER OF **OSK** GROUP

PJ Development Holdings Berhad

196501000113 (5938-A)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR SHAREHOLDERS AND PROXIES

**60TH ANNUAL GENERAL MEETING (“AGM”) OF
PJ DEVELOPMENT HOLDINGS BERHAD (“COMPANY”)**

1. Date, Time and Venue of AGM

The details of the AGM of the Company are as set out below:

Date : Tuesday, 13 May 2025
Time : 2:00 p.m.
Venue : Main Auditorium, 11th Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur,
Wilayah Persekutuan

2. AGM Documents

Please join us in practising environmental sustainability by downloading the following documents at <https://www.oskgroup.com/investor-relations/pj-development> or by scanning the QR Code:

Please scan here

1. Audited Financial Statements for the financial year ended 31 December 2024
2. Notice of the 60th AGM, Form of Proxy and Administrative Notes



In our commitment to environmental sustainability, we have printed only a limited number of copies of the above documents. We encourage you to refer to the documents available online. However, if you still wish to receive a printed copy of the documents listed above, you may log on to our Share Registrar's website to request the documents by following the steps below:

- Step 1 - Log in to <https://investor.boardroomlimited.com>
- Step 2 - At left-menu, click on <<Investor Services>> and <<Request For Annual Report and Circular>>.
- Step 3 - Please select <<PJ Development Holdings Berhad>> before completing the online request form.
- Step 4 - Please click <<Submit>> button to send your request.

We will despatch the printed documents to you by ordinary post soonest possible from the date of receipt of your request.

3. Entitlement to Attend and Vote

In respect of deposited securities, only members whose names appear in the Record of Depositors as at 5 May 2025 shall be eligible, to attend, participate, speak and vote at the AGM.

4. Lodgement of Form of Proxy of AGM

If you are unable to attend the AGM, you may appoint proxy to vote on your behalf. The instrument appointing a proxy and the power of attorney or other authority (if any), under which it is signed or a duly notarised certified copy of that power or authority, must be deposited not less than forty-eight (48) hours before the time for holding the AGM i.e. latest by 2:00 p.m. on Sunday, 11 May 2025 or any adjournment thereof through either one of the following avenues:

(i) In Hardcopy Form of Proxy

- The Form of Proxy shall be deposited at the office of the Poll Administrator, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan.

(ii) By Electronic Form of Proxy

- The Form of Proxy shall be submitted via fax at +603 2094 9940 or +603 2095 0292 or emailed to eservices@sshsb.com.my; or
- The Form of Proxy shall be submitted electronically via Securities Services e-Portal at <https://sshsb.net.my/>. Please refer to Appendix I of the Administration Notes for further details.

A proxy may, but need not be a shareholder of the Company. There shall be no restriction as to the qualification of the proxy.

The lodging of the Form of Proxy does not preclude you from participating and voting at the AGM. Should you subsequently decided to attend the AGM yourself, please proceed to the Help Desk Counter to revoke the appointment of your proxy.

5. Voting Procedure

Pursuant to Clause 64 of the Constitution of the Company, the Chairman of the Meeting has the right to demand a poll vote for all resolutions as set out in the Notice of the 60th AGM.

The polling process shall be managed by Securities Services (Holdings) Sdn. Bhd., who will serve as the Poll Administrator to conduct the poll by electronic means. Independent scrutineers shall be appointed to verify and validate the results of the poll at the AGM.

6. Health and Safety Measures

As a precautionary measure, the participants who are feeling unwell should wear a mask while attending the AGM, to ensure the safety and comfort of all attendees.

7. Registration

- a) The registration will commence at 12:00 p.m. and will end at a time as directed by the Chairman of the AGM. At the closure thereof, no person will be allowed to register for the AGM nor enter the meeting venue and no identification tag (as referred to under item (e) hereinafter) will be allocated.
- b) Please read the signage to ascertain the registration counter to register yourself for the AGM and join the queue accordingly.
- c) Please produce your original National Registration Identity Card ("NRIC")/passport to the registration staff for verification. Kindly make sure you collect your NRIC/passport thereafter.
- d) After the verification, you are required to write your name and sign on the Attendance List placed at the registration counter.
- e) You will be given an identification tag upon verification and registration. No person will be allowed to enter the meeting hall without the identification tag. There will be no replacement in the event that you lose or misplace the identification tag.
- f) No person will be allowed to register on behalf of another person even with original NRIC/Passport of that person.
- g) If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one identification tag to enter the meeting hall.
- h) The registration counters will only handle verification of identity and registration. If you have any questions, please proceed to the Help Desk Counter.

8. Parking

- a) To foster sustainable practices and eco-friendly commuting, shareholders are encouraged to utilise public transportation for convenience:
 - Light Rail Transit (LRT) - Kelana Jaya Line / Mass Rapid Transit (MRT) - Putrajaya Line: alight at the Ampang Park Station, which is about five (5) minutes walking distance to the venue of the AGM.
 - Bus services: GO-KL 01 and Rapid KL 300, 302, 303.
- b) Parking for visitors is available at the basement car park of Plaza OSK, Kuala Lumpur and at the open-air car park directly adjacent to Plaza OSK (between Plaza OSK and the Ampang Park LRT Station) on a first-come, first-served basis, subject to availability. The parking charges at the open-air car park is RM4 an hour with a maximum charge of RM18 per day. The fee at the basement car park is RM4 an hour with no maximum cap.
- c) Shareholders who present their parking ticket will be reimbursed RM8 per person for two (2) hours of parking. Shareholders who lose or misplace their parking tickets will not be eligible for reimbursement. Proxies who represent multiple shareholders can only claim for the parking subsidy one (1) time upon presenting a valid parking ticket. Any extra parking charges incurred beyond the two (2) hours of parking, as well as parking at other locations, will not be reimbursed by the Company.

9. Door Gifts and Refreshments

- a) Kindly be advised that NO door gift will be provided for shareholders and/or proxy(ies) who attend the AGM.

- b) Upon registration, each shareholder and/or proxy attending the AGM in person will be entitled to one (1) food redemption voucher, regardless of the number of shareholders they represent. If a proxy has already redeemed their voucher, shareholders who register later will not receive one. Redemption of the voucher can be made after registration.
- c) Please note that lost or misplaced vouchers / food box will not be replaced and distribution will be on a first-come, first-served basis.

10. Mobile Devices

- a) Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.
- b) Strictly NO unauthorised recording or photography of the proceedings of the 60th AGM is allowed.

11. Personal Belongings

Please take care of your personal belongings. The Company will not be held responsible for any missing personal belongings.

12. General Enquiry

If you have any enquiries, kindly contact the following persons during office hours, Monday to Friday (except on public holidays):

Poll Administrator

Securities Services (Holdings)Sdn. Bhd.

(from 9:00 a.m. to 5:30 p.m.)

Mr. Wong Piang Yoong / Ms. Rachel Ou

Tel no. : (603) 2084 9168 / (603) 2084 9161

Fax no. : (603) 2094 9940 / (603) 2095 0292

Email : piang.yoong.wong@sshbs.com.my / rachel.ou@sshbs.com.my

PJ Development Holdings Berhad

(from 9:00 a.m. to 5:30 p.m.)

Ms. Jennifer Ho, Group Corporate Communications

Tel no. : (603) 2177 1999 ext 1921

Fax no. : (603) 2026 6331

Email : jennifer.ho@oskgroup.com