



RCE CAPITAL BERHAD

195301000151 (2444-M)

ADMINISTRATIVE GUIDE FOR THE SEVENTY-FIRST ANNUAL GENERAL MEETING (71ST AGM)

The 71st AGM of the Company will be held as follows:

Day and Date : Wednesday, 10 September 2025
Time : 10.30 a.m.
Venue : Ballroom 1, Tropicana Golf & Country Resort
Jalan Kelab Tropicana
47410 Petaling Jaya
Selangor, Malaysia

The following documents can be viewed and downloaded from our website at <https://ir2.chartnexus.com/rce/agm.php> or you may scan the QR Code below to access the documents online:

1. Annual Report 2025
2. Circular/Statement to Shareholders in relation to the:
 - (a) Proposed Renewal of Existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
 - (b) Proposed Renewal of Share Buy-Back Authority
3. Corporate Governance Report 2025
4. Notice of 71st AGM
5. Proxy Form
6. Administrative Guide for the 71st AGM



Alternatively, you can visit <http://www.bursamalaysia.com> to download the Annual Report 2025 and Circular/Statement to Shareholders.

You are strongly encouraged to refer to digital copies as the number of printed copies has been reduced as part of our sustainability efforts.

General Meeting Record of Depositors

Only members whose names appear in the Record of Depositors on 2 September 2025 shall be entitled to attend the 71st AGM or appoint proxy(ies) to attend and/or vote on their behalf.

Registration on the day of the 71st AGM

1. Registration will start at 8.30 a.m.
2. Please present your original MyKad or Passport at the registration counters for verification. Registration on behalf of another person is strictly not allowed.
3. Upon verification and successful registration, please ensure you sign the attendance list. You will be provided with the wristband. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.

Appointment of Proxy

1. If a member is unable to attend the 71st AGM, he/she may appoint not more than two (2) proxies to attend, speak and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
2. If you wish to attend the 71st AGM in person, please do not submit any proxy form. However, if you have submitted a proxy form and subsequently decide to attend the 71st AGM yourself, you are requested to revoke your proxy appointment by notifying the Company's share registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") in writing no later than **10.30 a.m. on Monday, 8 September 2025**.
3. The appointment of proxy may be made in hardcopy form or by electronic means as follows:

In Hardcopy Form

By hand or by post to the office of the Company's share registrar, **Tricor**, 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, deposit the proxy form in the designated drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, no later than **10.30 a.m. on Monday, 8 September 2025**.

By Electronic Means

Via email to the Company's share registrar, Tricor at is.enquiry@vistra.com or submit electronically via the TIIH Online website at <https://tiih.online> no later than **10.30 a.m. on Monday, 8 September 2025**.

Procedure:

The procedures to lodge your Proxy Form electronically via Tricor's TIIH Online website are summarised below:

Procedure	Action
(i) Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none">• Access TIIH Online at https://tiih.online. Register as a user under the "e-Services", select "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance.• If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Proxy Form	<ul style="list-style-type: none">• Login to TIIH Online at https://tiih.online with your user ID (i.e. email address) and password.• Select the corporate event: "RCE CAPITAL BERHAD 71ST AGM - SUBMISSION OF PROXY FORM".• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your Central Depository System (CDS) account number and indicate the number of shares for your proxy(ies) to vote on your behalf.• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.• Review and confirm your proxy(ies) appointment.• Print Proxy Form for your record.

Procedure	Action
(ii) Steps for Corporation or Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under “e-Services”, the authorised or nominated representative of the corporation 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><i>Note: The representative of a corporation 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 Tricor if you need clarifications on the user registration.</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event: “RCE CAPITAL BERHAD 71ST AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the 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 TIIH Online, select corporate event: “RCE CAPITAL BERHAD 71ST 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.

Corporate Members

1. A Corporate Member who wishes to appoint a Corporate Representative to attend and vote at the 71st AGM of the Company must deposit the original certificate of appointment of corporate representative (in hard copy) to Tricor's Office.
2. The certificate for appointment of corporate representative must be either under seal or signed by a duly authorised officer(s) pursuant to a resolution of its board of directors.
3. If a Corporate Member submits more than one (1) certificate of appointment, the latest certificate of appointment shall supersede the certificate of appointment which is submitted earlier.
4. Corporate Members are requested to provide their contact details of their officers (office/mobile phone numbers) as well as the mobile phone numbers of their corporate representatives in the event Tricor needs to contact them.

Submission of Questions

1. Members and proxies may submit questions before the 71st AGM via email to **agm@rce.com.my** no later than **10.30 a.m. on Sunday, 7 September 2025**. Kindly state your full name and MyKad/passport number for verification purposes.
2. The Board of Directors and Management of the Company will endeavour to respond to all questions which are relevant and pertinent to the agenda items as set out in the Notice of 71st AGM. In order to ensure a smooth and efficient conduct of the 71st AGM, questions that are repetitive in nature and/or have been answered will not be specifically addressed again.

Poll Voting

1. The voting at the 71st AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The poll will be conducted by way of electronic voting ("eVoting"). Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll, respectively.
2. Voting session shall commence and ends upon announcement by the Chairman of the 71st AGM. Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Parking

You may park your vehicle in the allocated visitors' parking bays. Parking is free on a first come basis subject to availability.

No Recording or Photography

Recording or photography of the 71st AGM proceeding is strictly prohibited.

Enquiries for 71st AGM

If you have any queries on the above, please contact the Company's Share Registrar, Tricor at +603-2783 9299 or email to is.enquiry@vistra.com during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays).