

ADMINISTRATIVE GUIDE

FOR THE SECOND ANNUAL GENERAL MEETING ("2ND AGM")

Day and Date :	Thursday, 18 September 2025
Time :	10.00 a.m.
Venue :	Indah Ballroom, Flamingo Hotel by the lake, Kuala Lumpur, 5, Tasik Ampang, Jalan Hulu Kelang, 68000 Ampang, Selangor Darul Ehsan

1. REGISTRATION ON THE DAY OF THE 2ND AGM

Registration will start at 9.00 a.m. and will remain open until the conclusion of the 2nd AGM or such time may be determined by the Chairman of the meeting.

Please produce an ORIGINAL of the following identification papers (where applicable) and present it to the registration staff for verification:

- (i) Identity card (NRIC) (Malaysian); or
- (ii) Police report (for loss of NRIC) / Temporary NRIC (Malaysian); or
- (iii) Passport (Foreigner).

You will not be allowed to register on behalf of another person even with the original Identity card or Passport of that person.

Upon verification of your Identity card or Passport and signing of attendance list, you will be given the identification wristband with passcode for voting purposes before entering the meeting room. Please vacate the registration area immediately after registration to prevent congestion.

2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a member whose name appears on the Record of Depositors as at 8 September 2025 shall be entitled to attend or appoint proxy(ies) to attend, participate, speak and/or vote on his/her/its behalf at the 2nd AGM.

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3. CORPORATE MEMBER

Corporate members who wish to appoint authorised representatives instead of proxy(ies), must deposit their original certificate of appointment of authorised representative with the Company’s Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia or alternatively in its drop-box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia before the 2nd AGM or bring the original certificate of appointment of corporate representative to the 2nd AGM.

The certificate of appointment of authorised representative should be executed in the following manner:-

- (i) If the corporate member has a common seal, the certificate of appointment of authorised representative should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment of authorised representative should be affixed with the rubber stamp of the corporate member (if any) and executed by:-
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

Attorneys appointed by power of attorney are required to deposit their power of attorney with the Company’s Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia or alternatively in its drop-box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia not later than Tuesday, 16 September 2025 at 10.00 a.m. to attend and vote at the 2nd AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

4. APPOINTMENT OF PROXY

The appointment of proxy may be made in hard copy form or by electronic means 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 adjourned AGM at which the person named in the appointment proposes to vote:

(a) **In hard copy form**

In case of an appointment made in hard copy form, the Proxy Form must be deposited at the Company’s Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia or alternatively to be deposited in its drop-box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia.

(b) **By electronic means**

The proxy appointment can be lodged electronically with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Please refer to the procedures below for electronic lodgement of Proxy Form via TIIH Online.

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5. ELECTRONIC LODGEMENT OF PROXY FORM

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

Procedure	Action
(i) Steps for Individual Members	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services Login”. 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"> 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 “SIK CHEONG BERHAD 2ND AGM - Submission of Proxy Form”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your 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 the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide on your votes. Review and confirm your proxy(ies) appointment. Print the proxy form for your record.
(ii) Steps for Corporate or Institutional Members	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services Login, the authorised or nominated representative of the corporate or institutional member 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 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.</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 “SIK CHEONG BERHAD 2ND 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 proxy(ies) by inserting the required data. Login to TIIH Online, select corporate event “ SIK CHEONG BERHAD 2ND 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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6. POLL VOTING

The voting at the 2nd 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 Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the polling process.

7. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 2nd AGM proceedings is allowed without prior written permission of the Company.

8. NO DOOR GIFTS OR FOOD VOUCHERS

There will be no door gifts or vouchers provided to members, proxies and invited guests who attend the 2nd AGM.

9. ENQUIRY

If you have any enquiry on the above, please contact the following person-in charge 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 No. : +603-2783 9299
Email : is.enquiry@vistra.com