# ADMINISTRATIVE GUIDE FOR THE EIGHTEENTH ANNUAL GENERAL MEETING ("18th AGM")

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| **Meeting Date** | : | Tuesday, 25 November 2025 |
| **Time** | : | 10.00 a.m. |
| **Meeting Platform** | : | Theatre, Damansara Performing Arts Centre,<br>G Floor, Uzma Tower, No. 2, Jalan PJU 8/8A,<br>Damansara Perdana, 47820 Petaling Jaya,<br>Selangor Darul Ehsan, Malaysia |

# Dear Shareholders,

## Digital Copies of Annual General Meeting Documents

As part of our dedicated commitment to sustainable practices, please scan the QR code for the following documents of the Company, which are also available and can be downloaded from Bursa Malaysia Securities Berhad and the Company's website at **https://uzmagroup.com/general-meeting/**

1. Annual Report 2025
2. Corporate Governance Report 2025
3. Notice of the 18th AGM and Proxy form
4. Administrative Guide for the 18th AGM
5. Statement to Shareholders in relation to the proposed renewal of authority for the Company to purchase its own ordinary shares **("Proposed Renewal of Share Buy-Back Mandate") ("Statement to Shareholders")**

As a shareholder of the Company, you may submit your request for a printed copy of the Annual Report 2025 and/or Statement to Shareholders to **communications@uzmagroup.com** and must provide all the required information accurately, i.e. full name, CDS account number, full mailing address and shareholder's mobile number. Barring any unforeseen circumstances, we will send a printed Annual Report 2025 and/or Statements to Shareholders to you as reasonably practicable from the date of receipt of your request. Nevertheless, it is hoped that you would consider the environment before you decide to request for the printed copy.

## Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear in the Record of Depositors on **18 November 2025** (General Meeting Record of Depositors) shall be eligible to participate the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## Form(s) of Proxy

Shareholders who are unable to attend our AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form. Please take note that you must complete the Proxy Form for the AGM should you wish to appoint proxy(ies).

The Proxy Form must be deposited at the office of the Poll Facilitator office at S-4-04, The Gamuda Biz suites, Jalan Anggerik Vanilla 31/99, Kota Kemuning, 40460 Shah Alam, Selangor Darul Ehsan, Malaysia not less than forty-eight (48) hours before the time for holding the AGM or at any adjournment thereof i.e. latest by 10:00 a.m., Sunday, 23 November 2025.

## Registration

The registration counter will be open at 9:00 am on Tuesday, 25 November 2025 at Black Box, Damansara Performing Arts Centre, G Floor, Uzma Tower, No. 2, Jalan PJU 8/8A, Damansara Perdana, 47820 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

Upon verification, attendees are required to write their name and sign on the Attendance List places on the registration table.

Attendees will also be given an identification wristband for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

## Voting Procedure

The voting procedure will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Propoll Solutions Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting ("e-voting") and Symphony Corporate Services Sdn. Bhd. as the Scrutineer of the Meeting.

The Independent Scrutineer will verify and validate the poll results followed by declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

## Mobile Devices

Please ensure that all mobile devices (e.g., phones or other sound-emitting devices) are set to silent mode during the AGM to ensure a smooth and uninterrupted meeting.

## Recording or Photography at the AGM

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

## Enquiries

If you have any enquiry prior to the 18th AGM, you may contact the Poll Facilitator at 6010-526 5490 or propollsolution@gmail.com during office hours from 9.00 am to 5.00 pm (Monday to Friday).

## Personal Data Privacy:

*By registering to participate and vote and/or submitting the instrument appointing a proxy(ies) and/or representative(s) at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.*