



SCENT OF HEALTHSTYLE

VANZO HOLDINGS BERHAD
[Registration No.: 202301051922 (1545836-M)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS PARTICIPATING THE FIRST ANNUAL GENERAL MEETING OF VANZO HOLDINGS BERHAD (“1st AGM”)

Day and Date	:	Friday, 21 February 2025
Time	:	10:00 a.m.
Online Meeting Platform	:	https://www.propollsolutions.com.my provided by Propoll Solutions Sdn Bhd (“ Propoll ”) (Domain Registration No. D1A403203)

MODE OF MEETING

The 1st AGM of Vanzo Holdings Berhad (“**the Company**”) shall be conducted on a fully virtual basis through live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities in accordance with Section 327 of the Companies Act 2016 and Clause 58.2 of the Company’s Constitution, and made reference to the revised Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022 and Principle C of the Malaysian Code on Corporate Governance whereby listed issuer are encouraged to leverage on technology in conducting their general meetings to facilitate communication and engagements with shareholders.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants at the 1st AGM. Hence, participants are to ensure that internet connectivity throughout the duration of the meeting is maintained.

RPV FACILITIES

Shareholders are to attend (including posing questions to the Board of Directors via real-time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 1st AGM using the RPV facilities provided by Propoll, the Poll Administrator of the 1st AGM, via its website at <https://www.propollsolutions.com.my> (Domain Registration No. D1A403203) (“**Propoll Portal**”).

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 1st AGM. Shareholders may also submit questions to the Board of Directors (“**Board**”) prior to the 1st AGM by emailing to agm@vanzoasia.com not later than 10:00 a.m. on 19 February 2025 or via the Q&A platform in the Propoll Portal from 12.00 p.m. on 17 February 2025 up to 21 February 2024, 9:30 a.m.

If you wish to submit your questions through the Q&A platform via the Propoll Portal, you must first register as a user at the Propoll Portal. Thereafter, you may select “**My Virtual Meeting**” under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITIES

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 1st AGM remotely using the RPV facilities, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of the 1st AGM	
(i) Register as a User	<ul style="list-style-type: none">• Access the Propoll Portal at https://www.propollsolutions.com.my• Click <<Login/Register>> followed by <<Register New User>> to register as a new user.• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.• Read and agree to the terms & conditions and thereafter, submit your registration.• Please enter a valid email address in order for you to receive the verification email from the Propoll Portal.• Your registration will be verified and approved by the Propoll Portal. Once approved, an email notification will be sent to you.• If you are already a user with the Propoll Portal, you are not required to register again.
(ii) Submit your Question	<ul style="list-style-type: none">• You may pre-submit your questions:<ul style="list-style-type: none">(i) using the Propoll Portal from 12:00 p.m. on 17 February 2025 up to 21 February 2025, 9:30 a.m. or(ii) to the Board prior to the 1st AGM by emailing to agm@vanzoasia.com no later than 10:00 a.m. on 19 February 2025.
On the day of the 1st AGM	
(iii) Login to Propoll Portal at https://www.propollsolutions.com.my	<ul style="list-style-type: none">• Login with your user ID and password for remote participation at the 1st AGM at any time from 9:30 a.m., i.e. 30 minutes before the commencement of the 1st AGM.• If you have forgotten your password, you can reset it by clicking on "Forgot Password".
(iv) Participate through Live Streaming	<ul style="list-style-type: none">• Select <<My Virtual Meeting>> under Main Menu.• Click <<Join Meeting>> located next to the event.• Please click on the video link and key in the password provided to you in the email notification from the Propoll Portal in order to join the live streaming of the 1st AGM.• If you have any question(s) during the 1st AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 1st AGM ("Chairman") / Board / Management will try to respond to all relevant questions submitted during the 1st AGM. If there is time constraint in answering the questions during the 1st AGM, the responses will be published in Vanzo Holdings Berhad's website at the earliest possible time after the end of the 1st AGM.

- If you are using a smartphone to participate in the 1st AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 1st AGM.
 - Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
- (v) Online Remote Voting
- Please select the <<**Voting**>> option located next to <<**Join Meeting**>> to indicate your votes for the resolutions that are tabled for voting.
 - Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.
 - Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
- (vi) End of the RPV Facilities
- The RPV Facilities will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 1st AGM.

Notes to users of the RPV Facilities:

- (a) *Should your registration to join the 1st AGM be approved, we will make available to you the rights to join the live streamed 1st AGM and to vote remotely using the RPV facilities. Your login to the Propoll Portal on the day of the 1st AGM will indicate your presence at the 1st AGM.*
- (b) *If you encounter any issue with your online registration at the Propoll Portal, please call +6010-526 5490 or e-mail to propollsolution@gmail.com for assistance.*

PROXY

1. The 1st AGM will be conducted on a fully virtual basis. If you are unable to participate the 1st AGM, you may appoint your proxy or the Chairman as proxy and indicate the voting instructions in the Form of Proxy.
2. If you wish to appoint proxy(ies) to participate in the 1st AGM using the RPV facilities, please submit your Form of Proxy, either by hand or by post to the following address, not less than 48 hours before the time appointed for holding the 1st AGM or any adjournment thereof, otherwise the Form of Proxy shall be treated as invalid:

Propoll Solutions Sdn Bhd
 S-4-04, The Gamuda Biz Suites
 Jalan Anggerik Vanilla 31/99
 40460 Kota Kemuning
 Shah Alam, Selangor.

3. You can also have the option to submit the proxy appointment electronically via Propoll's Online website at <https://www.propollsolutions.com.my> before the Form of Proxy submission cut-off time as mentioned in the above.
4. Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to **Propoll** not less than 48 hours before the time appointed for holding the 1st AGM or any adjournment thereof, in order to participate in the 1st AGM via the RPV facilities.

5. Attorneys appointed by power of attorney are to deposit their power of attorney to **Propoll** not less than 48 hours before the time appointed for holding the 1st AGM or any adjournment thereof, in order to participate in the 1st AGM via the RPV facilities.
6. Shareholders who have appointed a proxy or attorney or authorised representative to participate at the 1st AGM via the RPV facilities must ensure that his/her proxy or attorney or authorised representative register himself/herself at the Propoll Portal prior to the 1st AGM.

POLL VOTING

1. The voting at the 1st AGM will be conducted by poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. Vanzo Holdings Berhad has appointed Propoll as Poll Administrator to conduct the poll by way of online remote voting using the RPV facilities and Symphony Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
2. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please refer to item (v) above for the online remote voting procedures using the RPV facilities.
3. Upon completion of the voting session, the Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 1st AGM by yourself, please write in to **Propoll** to revoke the earlier appointed proxy 48 hours before the time appointed for holding the 1st AGM.

RECORDING

Unauthorised recording of the proceedings of the 1st AGM is strictly prohibited.

RECORD OF DEPOSITORS (“ROD”) FOR THE 1st AGM

Only shareholders whose names appear on the ROD as at 14 February 2025 shall be entitled to participate or appoint proxy(ies) to participate at the 1st AGM via the RPV facilities.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the 1st AGM.

ENQUIRIES

If you have any enquiry relating to the 1st AGM, please contact any of the following person during office hours from 9:00 a.m. to 5:00 p.m. on Mondays to Fridays:

- (a) Mr. Eric Tan (Tel: +6010-526 5490 or E-mail: propollsolution@gmail.com)

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with Propoll Portal for appointing a proxy(ies) and/or representative(s) to participate at the 1st AGM using the RPV facilities, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.