

## ADMINISTRATIVE GUIDE

FOR THE THIRTY-THIRD ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

Day, Date and Time : Monday, 30 June 2025 at 10.00 a.m.

Meeting Venue : Penthouse Suite 1, Wisma Mah Sing, No. 163, Jalan Sungai Besi, 57100 Kuala Lumpur

### COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

1. In order to enhance the efficiency of the proceedings of the Thirty-Third Annual General Meeting (“**33rd AGM**”), members may in advance, before the 33rd AGM, submit questions to the Board of Directors via Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”)’s TIH Online website at <https://tiah.online>. To do so, members should log in under “e-Services Login”, pose their questions, and submit them electronically **no later than 28 June 2025, at 10:00 a.m.**. The Board of Directors will endeavor to respond to the relevant questions received at the 33rd AGM.

### ENTITLEMENT TO ATTEND AND VOTE

2. Only a member whose name appears on the Record of Depositors as at **5.00 p.m. on 23 June 2025** shall be entitled to attend, participate, speak and vote, or appoint proxies, corporate representatives or attorneys to attend and/or vote on his/her behalf in the 33rd AGM.
3. If you wish to attend and vote in the 33rd AGM yourself, please do not submit any Form of Proxy. You will not be allowed to attend, participate, speak and vote in the 33rd AGM if a proxy has been appointed by you.
4. If you have submitted your Form of Proxy for the 33rd AGM but later decide to appoint a different person as your proxy, please write to [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com) to revoke your previous proxy appointment at least forty-eight (48) hours before the time appointed for holding the 33rd AGM. Once revoked, the previous appointed proxy(ies) will no longer be allowed to attend and vote at the 33rd AGM. You should inform your original proxy(ies) about the revocation.
5. If you have submitted your Form of Proxy for the 33rd AGM but later decide to attend and vote at the 33rd AGM in person, please go to the registration counter on the AGM day to revoke your proxy appointment. Once you do so, your proxy will be automatically revoked, and you will be able to vote in person. You should inform your original proxy(ies) about the revocation.

### REGISTRATION ON THE DAY OF THE 33RD AGM

6. Registration will commence at 9:00 a.m. on Monday, 30 June 2025, and will remain open until the conclusion of the 33rd AGM or such time as may be determined by the Chairman of the meeting.
7. Please produce your **original** National Registration Identity Card (NRIC) or Passport (for non-Malaysian) during registration for verification purposes. Only the original NRIC or Passport is valid for registration. Please ensure you collect your NRIC or Passport after registration.
8. Registration must be done in person. No person is allowed to register on behalf of another, even with the original NRIC or Passport of the other person.
9. Upon verification and registration:
  - (a) **An identification wristband** will be issued to you. The wristband contains a printed passcode, which is required for electronic voting purposes and must be worn throughout the 33rd AGM. There will be **no replacement** for the identification wristband, if it is lost or misplaced.
  - (b) You are required to write your name and sign the attendance list.
10. No individual is allowed to enter the meeting room without an identification wristband.
11. After registering, please vacate the registration area promptly and proceed to the meeting room.

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### APPOINTMENT OF PROXY, CORPORATE REPRESENTATIVE OR ATTORNEY

12. Members who are unable to attend and vote in the 33rd AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.
13. Members who appoint proxy(ies) to attend and vote at the 33rd AGM must ensure that the duly executed Forms of Proxy are deposited, in hard copy form or by electronic means, with Tricor not less than forty-eight (48) hours before the time appointed for holding the 33rd AGM i.e. **Saturday, 28 June 2025 at 10:00 a.m.** or any adjournment thereof; otherwise, the Form of Proxy will not be treated as valid.

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(a) In hard copy form

In the case of an appointment made in hard copy form, the **original Form of Proxy** must be deposited at the office of the Share Registrar of the Company, 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**, at the designated drop box located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(b) By electronic form

The Form of Proxy can be electronically submitted to the Share Registrar of the Company via TIIH Online website at <https://tiih.online>. Kindly refer to the Procedures for Electronic Lodgement of the Form of Proxy.

Please ensure **ALL** particulars required in the Form of Proxy are completed, signed and dated accordingly.

14. For a **corporate member** who has appointed a corporate representative, the **original** certificate of appointment of corporate representative must be deposited at the office of the Share Registrar of the Company, 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**, in the designated drop box located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, to attend and vote at the 33rd AGM.

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

- (a) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
  - (b) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
    - (i) at least two (2) authorised officers, of whom one shall be a director; or
    - (ii) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
15. Any authority pursuant to which such an appointment is made by a **power of attorney** must be deposited at the office of the Company's Share Registrar stated in item 13 above, not later than **Saturday, 28 June 2025 at 10:00 a.m.** to attend and vote at the 33rd 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.

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### PROCEDURES FOR ELECTRONIC LODGEMENT OF THE FORM OF PROXY

16. Procedures to lodge your Form of Proxy electronically via Tricor's TIIH Online website at <https://tiih.online> are summarised below:

PROCEDURE	ACTION
<b>(i) BEFORE THE DAY OF THE 33RD AGM APPOINTMENT OF PROXY BY INDIVIDUAL SHAREHOLDERS</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a new user under "e-Services Login". Select the "Register" button, then "Create Account by Individual Holder". You may refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a TIIH Online user, you do not need to register again.</li> </ul>
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of the 33rd AGM by the Company, login with your user ID name (i.e. email address) and password.</li> <li>Select the corporate event: <b>"Mah Sing Group Berhad 33rd AGM: Submission of Proxy Form"</b>.</li> <li>Read and agree to the "Terms &amp; Conditions" and confirm the "Declaration".</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies), or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – "FOR" or "AGAINST", otherwise, your proxy(ies) will decide your votes.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the Form of Proxy for your record.</li> </ul>
<b>ii. BEFORE THE DAY OF THE 33RD AGM APPOINTMENT OF PROXY BY CORPORATE OR INSTITUTIONAL SHAREHOLDERS</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>The authorised or nominated representative of the corporate or institutional shareholders should register as a new user under "e-Services Login" by selecting "Register" button and then <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Activate your account using the temporary password provided in the email and re-set your password.</li> </ul> <p>(Note: The representative of a corporate 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 our Share Registrar if you need clarifications on the user registration.)</p>
(b) Proceed with the submission of Form of Proxy	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate event: <b>"Mah Sing Group Berhad 33rd AGM: Submission of Proxy Form"</b>.</li> <li>Read and agree to the "Terms &amp; Conditions" and confirm the "Declaration".</li> <li>Download the file format for the "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

### VOTING AT THE 33RD AGM

17. Voting at the 33rd AGM 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 Tricor as the Poll Administrator to conduct the poll electronic voting and Independent Scrutineers to verify the poll results.

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18. Upon completion of the voting session for the 33rd AGM, the Independent Scrutineers will verify the poll results. The Chairman will announce the voting results for the resolutions proposed at the 33rd AGM. The results will also be released by the Company via announcement on Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### INTEGRATED ANNUAL REPORT 2024 AND OTHER DOCUMENTS

19. As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from the Company's website at <https://www.mahsing.com.my/general-meeting/>
- (a) Integrated Annual Report 2024
  - (b) Circular to Shareholders in relation to the Proposed Renewal of Recurrent Related Party Transactions and Share Buy-Back Statement
  - (c) Sustainability Report 2024
20. If you wish to receive a printed copy of the Integrated Annual Report 2024, Circular to Shareholders and Share Buy-Back Statement, you may request online via the Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under "Investor Services". However, we encourage you to consider the environmental impact before requesting a printed copy, as concerns such as global warming, deforestation, and climate change affect us all.

### RECORDING OR PHOTOGRAPHY

21. Strictly **NO** unauthorised recording or photography of the proceedings at the 33rd AGM will be allowed.

### MOBILE DEVICES

22. Please ensure that all mobile devices are set to silent mode during the AGM to ensure a smooth and uninterrupted meeting.

### NO DOOR GIFT OR FOOD VOUCHER

23. There will be no distribution of door gifts or food vouchers to members, proxies, corporate representatives, or attorneys who attend or participate at the 33rd AGM.

### REFRESHMENTS

24. Refreshments will be served at the 33rd AGM.

### PARKING

25. Parking will not be available for shareholders attending the 33rd AGM. We kindly encourage you to plan your journey in advance and explore alternative parking options nearby.

### ENQUIRIES

26. If you have any general queries prior to the 33rd AGM, please contact our Share Registrar at the numbers below during office hours (Mondays to Fridays, from 9:00 a.m. to 5:30 p.m. excluding public holidays):-

#### Tricor Investor & Issuing House Services Sdn. Bhd.

Registration No. 197101000970 (11324-H)

Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)  
Contact persons : Mohammad Amirul Iskandar  
+603-2783 9279 ([mohammad.amirul@vistra.com](mailto:mohammad.amirul@vistra.com))  
Syafiqul Hafidz  
+603-2783 9024 ([syafiqul.hafidz@vistra.com](mailto:syafiqul.hafidz@vistra.com))