

# ADMINISTRATIVE GUIDE

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

- Date and Time : Thursday, 27 June 2024 at 10.00 a.m.
- Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
- Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>  
(Domain registration number with MYNIC: D1A282781)

## MODE OF MEETING

1. The Thirty-Second Annual General Meeting ("**32nd AGM**") of Mah Sing Group Berhad ("**Company**") will be conducted fully virtual through live streaming and online remote participation using Remote Participation and Voting ("**RPV**") facilities. The conduct of the fully virtual 32nd AGM is in line with the revised Guidance Note and Frequently Asked Questions on the conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022, to leverage technology to facilitate communication and engagement with shareholders. In addition, the conduct of a virtual general meeting is also in line with Practice Note 13.3 of the Malaysian Code on Corporate Governance, to promote greater shareholder participation as it facilitates electronic voting and remote shareholders' participation.
2. An online meeting platform used to conduct the meeting can be recognised as the meeting venue or place as required under Section 327(2) of the Companies Act 2016 provided that the online meeting platform is located in Malaysia and all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are to participate in the meeting online. Members who are eligible can attend, participate, speak (in the form of real time submission of typed texts) and vote (collectively, "**Participate**") remotely at the 32nd AGM by using the RPV provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") via its **TIIH Online website at <https://tiih.online>**.

## COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

3. In order to enhance the efficiency of the proceedings of the 32nd AGM, members may in advance, before the 32nd AGM, submit questions to the Board of Directors via Tricor's TIIH Online website at <https://tiih.online>, by selecting "e-Services" to login, pose questions and submit electronically **no later than 25 June 2024 at 10.00 a.m.** or to use the query box to transmit questions to the Board of Directors via RPV during live streaming. The Board of Directors will endeavor to response to the relevant questions received at the 32nd AGM.

## REMOTE PARTICIPATION AND VOTING

4. Members are to Participate remotely at the 32nd AGM using RPV provided by Tricor via its TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV.
5. **A member who has appointed a proxy or authorised representative or attorney to Participate at this 32nd AGM via RPV must request his/her proxy or authorised representative or attorney to register himself/herself for the RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV.**
6. As the 32nd AGM is a fully virtual AGM, members who are unable to Participate in the 32nd AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

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### PROCEDURES FOR RPV

7. Members, proxies, corporate representatives or attorneys who wish to Participate the 32nd AGM remotely using the RPV are advised to read and follow the requirements and procedures as summarised below:

PROCEDURES	ACTIONS
<b>BEFORE THE DAY OF THE 32ND AGM</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a new user under “e-Services”, select “Sign Up” button followed by “Create Account by <b>Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a new user will be approved within one working day and you will be notified via email.</li> <li>If you are already a TIIH Online user, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b) Submit your request to attend 32nd AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from <b>10.00 a.m. on Tuesday, 30 April 2024 until the day of the 32nd AGM on Thursday, 27 June 2024. Members, proxies, corporate representatives or attorneys are required to pre-register their attendance for the 32nd AGM to ascertain their eligibility to participate at the 32nd AGM using the RPV.</b></li> <li>To register for RPV, visit the TIIH Online website and login in with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) MAH SING GROUP BERHAD 32ND AGM</b>”.</li> <li>Read and agree to the “Terms &amp; Conditions” and confirm the “Declaration”.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>The system will send an <b>e-mail to notify</b> that your registration for the remote participation has been received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors dated 20 June 2024, the system will send you an e-mail <b>after 25 June 2024</b> to approve or reject your registration for remote participation.</li> </ul> <p><b>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV)</b></p>
<b>ON THE DAY OF THE 32ND AGM (27 JUNE 2024)</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"> <li>Visit the TIIH Online website, log in with your user ID name and password for remote participation in the 32nd AGM at any time <b>from 9.00 a.m.</b> (i.e. one hour) before the commencement of the meeting on <b>Thursday, 27 June 2024 at 10.00 a.m.</b></li> </ul>
(d) Participate through live streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) MAH SING GROUP BERHAD 32ND AGM</b>” to engage in the proceedings of the 32nd AGM remotely.</li> <li>If you have any question for the Board of Directors, you may use the query box to transmit your question. The Board will endeavor to respond to the questions submitted by the remote participants during the 32nd AGM.</li> </ul>
(e) Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Thursday, 27 June 2024 until a time when the Chairman announces the completion of the voting session at the 32nd AGM venue.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) MAH SING GROUP BERHAD 32ND AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>Read and agree to the “Terms &amp; Conditions” and confirm the “Declaration”.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f) End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 32nd AGM, the live streaming will end.</li> </ul>

#### Notes to users of the RPV:

- (i) Should your registration for the RPV be approved, Tricor will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you are using.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or voting online on the day of meeting, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

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### ENTITLEMENT TO ATTEND AND VOTE

8. Only a member whose name appears on the Record of Depositors as at **5.00 p.m. on 20 June 2024** shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote or appoint proxies or corporate representatives or attorneys to attend and/or vote on his/her behalf in the 32nd AGM via RPV at TIIH Online website at <https://tiih.online>.
9. If you wish to personally Participate in the 32nd AGM, please do not submit any Form of Proxy. You will not be allowed to Participate in the 32nd AGM together with a proxy appointed by you.
10. If you have submitted your Form of Proxy prior to the 32nd AGM and subsequently decide to personally Participate in the 32nd AGM, please write in to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) to revoke the earlier appointment of proxy at least forty-eight (48) hours before the time appointed for holding the 32nd AGM and proceed to register yourself for RPV at TIIH Online website at <https://tiih.online>.

### APPOINTMENT OF PROXY, CORPORATE REPRESENTATIVE OR ATTORNEY

11. As the 32nd AGM is a fully virtual AGM, members who are unable to Participate in the 32nd AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.
12. Members who appoint proxy(ies) to Participate via RPV at the 32nd AGM must ensure that the duly executed Forms of Proxy are deposited in its hard copy form or by electronic means to Tricor not less than forty-eight (48) hours before the time appointed for holding the 32nd AGM i.e. Tuesday, 25 June 2024 at 10.00 a.m. or any adjournment thereof, otherwise the Form of Proxy shall 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 Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, **or**, the Customer Service Centre, Unit G-3, 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 Form of Proxy.

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

13. For a **corporate member** who has appointed a corporate representative, must deposit the **original** certificate of appointment of corporate representative at the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, **or**, the Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Tuesday, 25 June 2024 at 10.00 a.m. to Participate via RPV in the 32nd 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.
14. 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 Tuesday, 25 June 2024 at 10.00 a.m. to Participate via RPV in the 32nd 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 FORM OF PROXY

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

PROCEDURES	ACTIONS
<b>(i) BEFORE THE DAY OF THE 32ND 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”. You may refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a TIIH Online user, you are not required 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 32nd 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 32nd 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 32ND AGM APPOINTMENT OF PROXY BY CORPORATION 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 corporation or institutional shareholders shall register as a new user under “e-Services” by selecting “<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>• Proceed to activate your account with the temporary password given in the email and re-set your password.</li> </ul> <p>(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 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 32nd AGM: Submission of Proxy Form</b>”.</li> <li>• Read and agree to the “Terms &amp; Conditions” and confirm the “Declaration”.</li> <li>• Proceed to 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>• Proceed to 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>

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### VOTING AT THE 32ND AGM

16. The voting at the 32nd 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 Investor & Issuing House Services Sdn Bhd as the Poll Administrator to conduct the poll voting electronically and Asia Securities Sdn Berhad as Independent Scrutineers to verify the poll results.
17. Members, proxies, corporate representatives or attorneys can proceed to vote on the resolutions at any time from Thursday, 27 June 2024 at 10.00 a.m. but before end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the guidance on how to vote remotely via TIH Online website at <https://tiih.online> as provided in item (e) of the above sub-section "Procedures for RPV".
18. Upon completion of the voting session for the 32nd AGM, the Independent Scrutineers will verify the poll results. The resolutions proposed at the 32nd AGM and the results of the voting will be announced at the 32nd AGM by the Chairman and/or the Secretary and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### INTEGRATED ANNUAL REPORT 2023 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 2023
  - (b) Circular to Shareholders in relation to the Proposed Renewal of Recurrent Related Party Transactions and Share Buy-Back Statement
  - (c) Sustainability Report 2023
20. If you wish to obtain a printed copy of the Integrated Annual Report 2023, Circular to Shareholders and Share Buy-Back Statement, you may submit an online request to the Share Registrar, Tricor's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under "Investor Services". However, please consider the environment before you decide to request for the printed copy. The environmental concerns like global warming, deforestation and climate change affect human, animal and nation.

### NO BREAKFAST/LUNCH PACKS AND DOOR GIFT

21. There will be no distribution of breakfast or lunch packs and door gifts for members, proxies, corporate representatives or attorneys who attend or participate at the virtual AGM.

### RECORDING OR PHOTOGRAPHY

22. Strictly **NO** unauthorised recording or photography of the proceedings of the 32nd AGM is allowed.

### ENQUIRY

23. If you have any general queries prior to the 32nd AGM, please contact our Share Registrar at any numbers below 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.**

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@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact persons : Cik Nur Qaisara Naaila  
+603-2783 9272  
([Nur.Qaisara.Naaila@my.tricorglobal.com](mailto:Nur.Qaisara.Naaila@my.tricorglobal.com))  
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