



# ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

## MEETING : 57TH ANNUAL GENERAL MEETING (“AGM”)

**DATE** : Thursday, 14 May 2026

**TIME** : 10.00 am

**VENUE** : Sabah Room, B2 Level, Shangri-La Kuala Lumpur,  
11 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia

## REGISTRATION

1. Registration will be at Sarawak Room, B2 Level, Shangri-La Kuala Lumpur, 11 Jalan Sultan Ismail, 50250 Kuala Lumpur, and will commence at **8.00 am**.
2. Please present your **ORIGINAL National Registration Identity Card (“NRIC”) or passport (for non-Malaysians)** during registration for verification purposes. **Photocopies of NRICs or passports will not be accepted.** Please note that you are not allowed to register on behalf of another person even with the original NRIC/passport of that person.  
  
After verification and registration, you will be given a wristband with a QR Code to be secured around your wrist. As the wristband is to facilitate your entry into the meeting room and for voting, you are strongly urged not to lose or misplace it to avoid any inconvenience or delay. If that happens, please go to the Help Desk for assistance.
3. Whether you are attending the AGM as a shareholder, proxy(ies) and/or corporate representative(s), you will be registered once, and given only one wristband to enter the meeting room. Please note that the wristband is required to be worn when entering the meeting room.

## HELP DESK

4. The registration counters will only handle verification of the identity and registration of the shareholder/ proxy/ corporate representative and his/her shareholdings. If you have other queries or need clarification relating to registration, please proceed to the Help Desk.
5. The Help Desk will also handle revocation of proxy appointments.

## MEETING

6. The meeting will be held at Sabah Room, B2 Level, Shangri-La Kuala Lumpur, 11 Jalan Sultan Ismail, 50250 Kuala Lumpur.
7. The meeting will start promptly at 10.00 am, and shareholders are requested to be punctual.

## ENTITLEMENT TO PARTICIPATE AND VOTE AT THE AGM

8. Only a depositor whose name appears on the Record of Depositors of the Company as at 6 May 2026 shall be eligible to participate in the AGM, or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.
9. A shareholder of the Company entitled to attend and vote at the AGM may appoint not more than 2 proxies to attend and vote in his/her stead. A proxy need not be a member of the Company. Where a shareholder appoints 2 proxies, the appointments shall be invalid unless he/she specifies the number of shares to be represented by each proxy.
10. The instrument appointing a proxy must be deposited at the office of 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 alternatively, the dropbox located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur; or by electronic submission via the Vistra Share Registry and IPO (MY) portal (the “**Portal**”) at <https://srmy.vistra.com> not less than 48 hours before the time for holding the AGM or any adjournment thereof. For further information on electronic submission of Proxy Forms, please refer to the section on “**Procedures for electronic submission of proxy form**”.
11. If you wish to attend the AGM yourself, please do not submit any Proxy Form for the meeting. You will not be allowed to attend the meeting together with any proxy(ies) appointed by you. If your shares are registered under more than one CDS account, you will attend as one shareholder for all the CDS accounts registered under your name. You are not allowed to attend as shareholder for certain CDS accounts under your name, and also appoint proxies for your other CDS accounts.
12. If you have submitted your Proxy Form prior to the AGM, and subsequently decide to attend the AGM in person, please proceed to the Help Desk to revoke the appointment of your proxy(ies) before registration.

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## VOTING PROCEDURE

13. Voting at the AGM will be conducted by poll. Tricor Investor and Issuing House Services Sdn Bhd is the Poll Administrator to conduct the polling process, and independent scrutineers will be appointed to verify the results of the poll.

## PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

14. The procedures to submit your Proxy Form electronically via the Portal website are summarised below :

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User at the Portal	<ol style="list-style-type: none"> <li>1. Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>2. Click "Register" and select "Individual Holder" and complete the New User Registration Form.</li> <li>3. For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>4. Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>6. Once you receive the confirmation, activate your account by creating your password.</li> </ol> <p><i>If you are an existing user with the Portal (formerly 'TIH Online'), you are not required to register again.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> <li>1. After the release of the Notice of Meeting by the Company, login with your email address and password.</li> <li>2. Select the corporate event: "<b>PPB GROUP BERHAD 57TH AGM</b>"</li> <li>3. Navigate to the 3 dots at the end of the corporate event and choose "<b>SUBMISSION OF PROXY FORM</b>".</li> <li>4. Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf.</li> <li>6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN.</li> <li>8. Print the proxy form for your record.</li> </ol>
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
Register as a User at the Portal	<ol style="list-style-type: none"> <li>1. Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form.</li> <li>3. Complete the registration form with your personal details.</li> <li>4. Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.</li> <li>6. Once you receive the confirmation, activate your account by creating your password.</li> </ol> <p><i>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 Tricor if you need clarification on the user registration.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> <li>1. Login to <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>2. Select the corporate event: "<b>PPB GROUP BERHAD 57TH AGM</b>"</li> <li>3. Navigate to the icon "&gt;" at the end of the corporate event.</li> <li>4. Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>5. Select the corporate holder's name.</li> <li>6. Proceed to download the submission file.</li> <li>7. Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>8. Proceed to upload the duly completed proxy appointment file.</li> <li>9. Select "<b>Confirm</b>" to complete your submission.</li> <li>10. Print the confirmation report of your submission for your record.</li> </ol>

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## ADVANCE SUBMISSION OF QUESTIONS RELATING TO THE AGM AGENDA ITEMS

15. Shareholders may submit questions in advance relating to the agenda items of the AGM via the Portal at <https://srmy.vistra.com> using the same username and password under Note 14 above. Select “e-Services” to login, key-in and submit your questions electronically commencing from 16 April 2026, and no later than **10.00 am on Monday, 11 May 2026**. The Board will endeavour to answer at the AGM the questions received.

## OTHERS

16. Shareholders who are attending the AGM and wish to park at the hotel are requested to validate their credit/ debit cards, or Touch 'n Go cards for complimentary parking. Complimentary parking is available only to those who park at Shangri-La Hotel or UBN Tower on the day of the meeting and does not include valet parking.
17. Coffee/Tea will be served during registration and after the meeting. Door gifts will be distributed during registration and only **ONE** door gift will be given to a registrant whether attending as :
- a) shareholder; OR
  - b) shareholder, and also as proxy or corporate representative; OR
  - c) proxy or corporate representative (irrespective of the number of shareholders represented).

Where more than one (1) proxy is appointed by the same shareholder, only **ONE** door gift will be given to the proxy who registers first.

## ENQUIRIES

18. If you have any enquiry(ies) relating to the meeting, please contact the Registrar during office hours (9.00 am to 5.00 pm) from Mondays to Fridays at :

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

Unit 32-01, Level 32, Tower A

Vertical Business Suite

Avenue 3, Bangsar South

No. 8, Jalan Kerinchi

59200 Kuala Lumpur

Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)

Tel No. : 603-2783 9299

16 April 2026