

# Administrative Guide for Shareholders

<b>Meeting day, Date and Time:</b>	<b>Tuesday, 19 May 2026 at 10.00 a.m.</b>
<b>Meeting Venue:</b>	<b>Ballroom 1, Setia City Convention Centre, No. 1, Jalan Setia Dagang AG U13/AG, Setia Alam Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan.</b>
<b>Mode of Meeting:</b>	<b>By way of a physical meeting</b>

## A. Entitlement to Participate and Vote at the 49<sup>th</sup> Annual General Meeting (“AGM”)

1. Only shareholders whose names appear on the Record of Depositors (“ROD”) as of Wednesday, 13 May 2026 shall be eligible to participate at the 49<sup>th</sup> AGM.
2. If a shareholder is unable to participate at the 49<sup>th</sup> AGM:
  - (a) He/she may appoint proxy/proxies to participate and vote on his/her behalf: or
  - (b) He/she may also appoint the Chairman as his/her proxy and indicate the voting instructions in the Proxy Form.
3. If a shareholder wishes to participate at the 49<sup>th</sup> AGM, he/she must not submit any Proxy Form. A shareholder will not be allowed to participate in the meeting together with proxy/proxies appointed by him/her.

## B. Registration

1. Registration will start at 8.00 a.m. and close until such time as may be determined by the Chairman of the meeting.
2. Please produce your original MyKad/ Identification Card or Passport (for foreigners) during registration. Only the original MyKad/ Identification Card or Passport will be accepted for identity verification purposes. Please ensure that you collect your MyKad/ Identification Card or passport thereafter.
3. No person will be allowed to register on behalf of another person with the original MyKad/ Identification Card or Passport of that other person.
4. Upon verification and registration:
  - (a) Please sign the Attendance List and an identification wristband will be provided at the registration counter;
  - (b) A special QR code will be generated for shareholders to scan and access to the e-polling system using own smartphone/tablet;
  - (c) If you are attending the AGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
  - (d) No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
5. After registration, please vacate the registration area immediately and proceed to the meeting hall.
6. The registration counter will only handle verification of identity and registration of attendance.
7. Help desk support is available for any other enquiries/assistance/revocation of a proxy’s appointment.

## C. Lodgement of Proxy

If you are unable to attend the AGM in person and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, the instrument appointing proxy(ies) may be made in the following manner:

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- (a) In hardcopy form

Deposit your proxy form at the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time appointed for the holding of the 49<sup>th</sup> AGM, i.e. latest by **Sunday, 17 May 2026 at 10.00 a.m.** Any alteration to the Proxy Form must be initialled.

- (b) By electronic means (following the steps below):

### **For Individual/ Corporate Shareholders**

- i. Log in to <https://investor.boardroomlimited.com>
- ii. Select **KUMPULAN PERANGSANG SELANGOR BERHAD 49<sup>TH</sup> ANNUAL GENERAL MEETING** from the list of Meeting Event(s) and click **"Enter"**
- iii. Go to **"Proxy"** and click on **"Submit eProxy Form"**
- iv. For Corporate Shareholders, select the company you would like to represent (if more than one) ***(Boardroom Smart Investor Portal now facilitates the registration of Corporate Shareholders).*** Enter your 9 digits CDS account no. and number securities held.
- v. Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.
- vi. Read and accept the General Terms and Conditions by clicking **"Next"**.
- vii. Enter the required particulars of your proxy/proxies.
- viii. Indicate your voting instruction for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY is selected, your proxy/proxies will decide on your votes during the poll at the meeting
- ix. Review and confirm your proxy/proxies appointment and click **"Submit"**
- x. Download or print the eProxy form as an acknowledgement.

### **For Authorised Nominees/Exempt Authorised Nominees**

- i. Log in to <https://investor.boardroomlimited.com>
- ii. Select **KUMPULAN PERANGSANG SELANGOR BERHAD 49<sup>TH</sup> ANNUAL GENERAL MEETING** from the list of Meeting Event(s) and click **"Enter"**
- iii. Select the Nominees Company that you are representing
- iv. Go to **"Proxy"** and click on **"Submit eProxy Form"**
- v. Click on **"Download Excel Template"** to download
- vi. Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded Excel file template. Ensure the inserted data is correct and orderly.
- vii. Proceed to upload the duly completed Excel file.
- viii. Review and confirm your proxy/proxies appointment and click **"Submit"**.
- ix. Download or print the eProxy form as an acknowledgement.

Please note that the closing date and time to submit your proxy/proxies form is by **Sunday, 17 May 2026 at 10.00 a.m.**

## **D. Revocation of Proxy**

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. Please find below the steps for the revocation of the eProxy Form or the hardcopy Proxy Form:

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<b>eProxy Form</b>
<ul style="list-style-type: none"><li>• Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li><li>• Select <b>KUMPULAN PERANGSANG SELANGOR BERHAD 49<sup>TH</sup> ANNUAL GENERAL MEETING</b> from the list of Meeting Event(s) and click <b>“Enter”</b></li><li>• Go to <b>“Submitted eProxy Form list”</b> and click <b>“View”</b></li><li>• Click <b>“Cancel/Revoke”</b> at the bottom of the eProxy Form</li><li>• Click <b>“Proceed”</b> to confirm.</li></ul>
<b>Physical Form of Proxy</b>
<ul style="list-style-type: none"><li>• Please write in to <a href="mailto:bsr.proxy@boardroomlimited.com">bsr.proxy@boardroomlimited.com</a> to revoke the appointment of proxy(ies).</li></ul>

Alternatively, you may proceed to the Help desk counter on the AGM day to do proxy revocation. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.


## E. Submission of Pre-AGM Question(s)

1. You may submit questions relating to the agenda items of the 49<sup>th</sup> AGM in advance via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, commencing from **20 April 2026** and in any event no later than **Sunday, 17 May 2026 at 10.00 a.m.** using the same user ID and password registered in BSIP, and select “SUBMIT QUESTION” to pose questions.
2. Chairman and management will respond to their best endeavours to questions submitted by shareholders which relate to the matters on the agenda of the 49<sup>th</sup> AGM. Questions that are similar or on the same matter may be consolidated and answered together.

## F. 2025 Integrated Annual Report

1. The 2025 Integrated Annual Report (“2025IAR”) is available on the Company’s website at <https://kps.com.my> and Bursa Malaysia’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements.
2. As part of our commitment to sustainability, we encourage shareholders to refer to the softcopy version of the 2025IAR. However, if you do require a printed copy, you may request for a printed copy of the Annual Report via Boardroom Smart Investor Portal website at <https://investor.boardroomlimited.com>

## G. Poll Voting

1. The voting at the 49<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn Bhd as the Scrutineers to verify the poll results.
2. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. Please refer to item (i) - (iv) below when submitting your vote:
  - i. Once voting has commenced, this polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session;
  - ii. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received;

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- iii. To change your vote, re-select your voting preference; and
  - iv. If you wish to cancel your vote, please press 'Cancel'
3. All physical attendees are advised to bring their own personal devices in order to vote with the special QR code, which will be generated during registration.
  4. Once the polling for each resolution has been completed, the Chairman will declare whether the resolution is successfully carried or duly passed and shareholders can view the results on the screen.

### **H. Parking**

1. Parking is free. As only cashless payment method is acceptable, please bring your Touch n Go or Bank card for validation at the reception counter located in the Lobby.
2. By validating the card, you will not be charged for parking when you leave. Please be advised that the parking will have unlimited time access on 19 May 2026.
3. Parking space for visitor is located at P1 and P2 of Setia City Convention Centre ("SCCC").
4. Please be advised that KPS Berhad will not reimburse any parking costs incurred at any other location parking.

### **I. Personal Data Privacy**

By registering for the electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines.

### **J. Enquiries**

Should you have any enquiry prior to the 49<sup>th</sup> AGM or if you wish to request technical assistance to participate in the 49<sup>th</sup> AGM, please contact Boardroom during office hours, Monday to Friday (8.30 a.m. to 5.30 p.m.) as follows:

#### **Boardroom Share Registrars Sdn Bhd**

Help Desk

Tel: +603 7890 4700

Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)