

Administrative Guide for Shareholders

Meeting	: 47TH ANNUAL GENERAL MEETING (VIRTUAL)
Date	: Monday, 27 May 2024
Time	: 10.00 a.m. (Malaysia time)
Broadcast Venue	: Kumpulan Perangsang Selangor Berhad ("KPS Berhad") Corporate Office 17 th Floor, Plaza Perangsang, Persiaran Perbandaran 40000 Shah Alam, Selangor Darul Ehsan
Meeting Mode	: Virtual
Meeting Platform	: https://investor.boardroomlimited.com
Mode of Communication	: 1) You may type your question(s) in the meeting platform. The Messaging window facility will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the 47 th Annual General Meeting ("47 th AGM"), i.e. from 9.00 a.m. on Monday, 27 May 2024. 2) Submit questions to the Board prior to the 47 th AGM by emailing to Boardroom Smart Investor Portal at Boardroom Smart Investor Portal at https://investor.boardroomlimited.com no later than 9.00 a.m. on Monday, 27 May 2024.

1. Virtual Annual General Meeting

The Company ("KPS Berhad") will continue to leverage on technology to conduct its 47th AGM entirely via live streaming and online remote voting using Remote Participation and Electronic Voting ("RPEV") facilities.

The Broadcast Venue is limited to essential individuals required to be physically present at the venue to organise and conduct the virtual 47th AGM of the Company.

Shareholders are invited to participate and vote at the forthcoming 47th AGM via the meeting platform at <https://investor.boardroomlimited.com>. NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES should be physically present at or will be admitted to the Broadcast Venue on the day of the 47th AGM.

2. Entitlement to Participate and Vote at the 47th AGM

Only a shareholder whose name appears in the Record of Depositors of the Company as of Monday, 20 May 2024, shall be eligible to participate in the 47th AGM or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.

As the 47th AGM is a virtual meeting, a shareholder entitled to attend and vote at the 47th AGM may appoint the Chairman of the meeting as his/her proxy to attend and vote in his/her stead and indicate his/her voting instructions in the Proxy Form.

3. Voting Procedure - Poll Voting

- i. Voting at the 47th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- ii. The Company has appointed Boardroom Share Registrars Sdn Bhd ("Boardroom") as poll administrator to conduct the poll by way of electronic voting ("e-Voting"), and independent scrutineers ("Scrutineers") will be appointed to verify the results of the poll.

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- iii. For the purposes of this 47th AGM, e-Voting may be carried out via personal smart mobile phones, tablets, personal computers or laptops.
- iv. Please note that polling will only commence after announcement by the Chairman of poll opening and continue until such time the Chairman announces closure of the poll. The poll result report will be verified by the Scrutineers, and the results announced thereafter. The Chairman will declare whether the resolutions put to vote are duly passed.
- v. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 47th AGM has commenced. It is therefore your responsibility to ensure that connectivity for the duration of the 47th AGM is maintained. Kindly note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast and remote online voting is dependent on the bandwidth and stability of the internet connection at remote participants' locations.

4. Procedure for RPEV

- i. Please note that the RPEV facilities are available to **(i) Individual Members; (ii) Corporate Shareholders; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee shall use the RPEV facilities to participate and vote remotely at the 47th AGM.**
- ii. If you choose to participate in the Meeting online, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real-time whilst the Meeting is in progress.
- iii. Kindly refer to Procedures for RPEV as set out below for the requirements and procedures.

Table 1

Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")	
<p>Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.</p> <p>(Only for first time BSIP users)</p> <p>(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.</p> <p>(b) Go to BSIP website at https://investor.boardroomlimited.com</p>	
Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none"> • Click Register to sign up for a user account and select the correct account type "Sign up as Individual". • Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. • Click Sign Up. <p><i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i></p>	<ul style="list-style-type: none"> • Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder". • Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorisation letter. • Click Sign Up. <p><i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i></p>

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- (c) You will receive an email from Boardroom for email address verification. Click **"Verify Email Address"** from the email received to continue with the registration process.
- (d) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click **"Request OTP Code"** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click **"Enter"** to complete the registration process.
- (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (f) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

Step 2: Submit Request for RPEV (*applicable for individual account only*)

The registration for RPEV will open from **Tuesday, 23 April 2024 until the day of 47th AGM on Monday, 27 May 2024.**

For Individual account only

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password. [Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]
- (d) Click **"Meeting Event"** and select **"KUMPULAN PERANGSANG SELANGOR BERHAD 47th ANNUAL GENERAL MEETING"** from the list of companies and click **"Enter"**.
- (e) Go to **"VIRTUAL"** and click on **"Register for RPEV"**.
- (f) Check the box to register for RPEV and enter your 9 digits CDS account number.
- (g) Read and check the box to accept the Terms & Conditions, then click **"Register"**.
- (h) You will receive a notification that your RPEV registration has been received and pending verification.
- (i) Upon system verification against the General Meeting Record of Depositors ("General Meeting ROD") as at 20 May 2024 you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

Appointment of Proxy

For Individual Shareholders, Corporate Shareholders

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password. [Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]
- (d) Click **"Meeting Event"** and select **"KUMPULAN PERANGSANG SELANGOR BERHAD 47th ANNUAL GENERAL MEETING"** from the list of companies and click **"Enter"**.

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By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none"> • Select the Company that you are representing - for Corporate Account user only. • Go to "PROXY" and click on "Submit eProxy Form". • Click on "Submit eProxy Form" • Enter your 9 digits CDS account number and number of securities held. • Select your proxy/proxies appointment - either the Chairman of the meeting or individual named proxy/proxies. • Read and accept the Terms and Conditions and click "Next". • Enter the required particulars of your proxy/proxies. • Indicate your voting instructions for each Resolution - FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting. • Review and confirm your proxy/proxies appointment and click "Submit". • Download or print the eProxy Form as acknowledgement. 	<ul style="list-style-type: none"> • Select the Nominees Company that you are representing. • Go to "PROXY" and click on "Submit eProxy Form". • Click on "Download Excel Template" to download. • Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly. • Proceed to upload the duly completed excel file. • Review and confirm your proxy/proxies appointment and click "Submit". • Download or print the eProxy form as acknowledgement.
<p>Please note that the closing date and time to submit your proxy/proxies form is by Saturday, 25 May 2024 at 10.00 a.m.</p>	
<p>Step 3: Login to Boardroom Meeting Portal</p>	
<p>(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.</p> <p>(b) Go to BSIP website at https://investor.boardroomlimited.com</p> <p>(c) Login your BSIP account with your registered email address and password. <i>[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]</i></p> <p>(d) Virtual Meeting Portal will be made available at any time from 9:00 a.m. i.e. one hour before the commencement of the AGM at 10:00 a.m. on 27 May 2024.</p> <p>(e) Click into "Meeting Event" and go to "KUMPULAN PERANGSANG SELANGOR BERHAD 47th ANNUAL GENERAL MEETING" and then click "Join Live Meeting" to join the proceedings of the AGM remotely.</p> <p>If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 9:00 a.m. on 27 May 2024.</p> <p>(f) Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.</p>	

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- (g) To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- (h) To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel.

Important Notes:

- (a) The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.
- (b) Recommended requirement for live webcast:
 - i. Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.
 - ii. Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality
 - iii. Device with working and good quality speakers.
- (c) You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.

Entitlement to Participate and Vote

- Only shareholders whose names appear on the General Meeting ROD as at 20 May 2024 shall be eligible to participate at the 47th AGM.
- If a shareholder is unable to participate at the 47th AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the 47th AGM, they must not submit a Proxy Form. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

Note to Users of the RPEV Facilities:

- i. Should your application to join the meeting be approved, Boardroom will facilitate your participation in the live stream meeting and remote voting. Your login to the Virtual Meeting Portal on the day of meeting will indicate your presence at the virtual meeting.
- ii. If you encounter any issues with login, connecting to the live stream meeting or online voting, please call Boardroom at +603-7890-4700 or send an email to bsr.helpdesk@boardroomlimited.com for assistance.

5. Mode of Communication

You may submit questions relating to the agenda items of the 47th AGM in advance via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, commencing from **20 May 2024** and in any event no later than **Saturday, 25 May 2024 at 10.00 a.m.** using the same user ID and password provided in Step 2 (under note 4) above, and select "SUBMIT QUESTION" to pose questions

Alternatively, you may submit any questions for the Chairman/Board during the 47th AGM using the Messaging window facility which will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the 47th AGM, i.e. from **9.00 a.m. on Monday, 27 May 2024**.

The Chairman and management will respond to their best endeavours, questions submitted by shareholders which relate to the matters in the agenda of the 47th AGM. Questions that are similar or on the same matter may be consolidated and answered together.

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6. Lodgement of Proxy Form

Please deposit your completed Proxy Form at the office of Boardroom Share Registrars Sdn Bhd at **11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**, not less than forty-eight (48) hours before the time appointed for the holding of the 47th AGM, ie not later than **Saturday, 25 May 2024 at 10.00 am**.

7. Communication Guidance

Shareholders are also reminded to monitor the Company's website and announcements for any changes to the 47th AGM arrangements.

8. Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic 47th AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 24 hours before the meeting. The revocation of proxy can also be done via BSP with the step as follows:

- i. Click Meeting Event and Enter Kumpulan Perangsang Selangor Berhad 47th Annual General Meeting ("KPS 47th AGM")
- ii. Go to "Submitted eProxy Form list" and click "View" for the eProxy form.
- iii. Click "Cancel/Revoke" at the bottom of the eProxy form.
- iv. Click "Proceed" to confirm.

9. No Door Gifts/Vouchers

No door gifts or e-vouchers will be distributed to shareholders/proxies who participate in the 47th AGM.

10. Recording or Photography at the Virtual 47th AGM

No recording or photography of the 47th AGM proceeding is allowed without the prior written permission of the Company.

11. Personal Data Privacy

By registering for the remote participation and 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. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.

12. Enquiries

Should you have any enquiry prior to the 47th AGM or if you wish to request technical assistance to participate in the 47th AGM, please contact Boardroom during office hours (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