

Administrative Guide for Shareholders

Meeting day, Date and Time	:	Tuesday, 20 May 2025 at 10.00 a.m.
Meeting Venue	:	Shah Alam 2, SACC Convec, No. 4, Jalan Perbadanan 14/9, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia ("SACC Convec")
Mode of Meeting	:	By way of a fully physical meeting

A. Entitlement to Participate and Vote at the 48th Annual General Meeting ("AGM")

1. Only shareholders whose names appear on the Record of Depositors ("ROD") as of Wednesday, 14 May 2025 shall be eligible to participate at the 48th AGM.
2. If a shareholder is unable to participate at the 48th 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 48th 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 before the voting session begins or 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 original MyKad/ Identification Card or Passport will be accepted for the purpose of identity verification. 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.

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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 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:

- (a) In hardcopy form

Deposit your proxy form at the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th 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 48th AGM, i.e. latest by **Sunday, 18 May 2025 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 48th 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).
- v. Enter your 9 digits CDS account no. and number securities held.
- vi. Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.
- vii. Read and accept the General Terms and Conditions by clicking "**Next**".
- viii. Enter the required particulars of yours proxy/proxies.
- ix. Indicate your voting instruction for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting
- x. Review and confirm your proxy/proxies appointment and click "**Submit**"
- xi. Download or print the eProxy form as acknowledgement.

For Authorised Nominees/Exempt Authorised Nominees

- i. Log in to <https://investor.boardroomlimited.com>
- ii. Select **KUMPULAN PERANGSANG SELANGOR BERHAD 48th 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 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 acknowledgement.

Please note that the closing date and time to submit your proxy/proxies form is by **Sunday, 18 May 2025 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 write in to **bsr.helpdesk@boardroomlimited.com** or via electronic means (as the case may be) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM or 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 48th AGM in advance via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, commencing from **13 May 2025** and in any event no later than **Sunday, 18 May 2025 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.
2. Chairman and management will respond to their best endeavours, questions submitted by shareholders which relate to the matters in the agenda of the 48th AGM. Questions that are similar or on the same matter may be consolidated and answered together.

F. 2024 Integrated Annual Report

1. The 2024 Integrated Annual Report ("2024IAR") is available on the Company's website at <https://kps.com.my/> and Bursa Malaysia's website at 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 2024IAR. However, if you do require a printed copy, you may request for a printed copy of the 2024IAR via Boardroom Smart Investor Portal website at <https://investor.boardroomlimited.com>

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G. Poll Voting

1. The voting at the 48th 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.
3. When the Chairman opens the poll, please vote using your smartphone/tablet 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 available at SACC Convec. Please bring your Touch n Go card for validation at the counter located at Shah Alam 2, SACC Convec.
2. By validating the card, you will not be charged for parking when you leave. Please be advised that the parking ticket will expire by 5.00 p.m. on 20 May 2025. Any additional costs incurred for parking after 5.00 p.m. will not be borne by KPS Berhad.
3. Please be advised that KPS Berhad will not reimburse any parking costs incurred at any other location. As such, please observe the abovementioned parking areas.
4. Please note that KPS Berhad shall not bear any responsibilities for lost parking card.

I. 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.

J. Enquiries

Should you have any enquiry prior to the 48th AGM or if you wish to request technical assistance to participate in the 48th AGM, please contact Boardroom during office hours, Monday to Friday (8.30 am to 5.30 pm) as follows:

Boardroom Share Registrars Sdn Bhd

Help Desk

Tel: +603 7890 4700

Email: bsr.helpdesk@boardroomlimited.com