

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Meeting day, Date and Time:	Monday, 28 July 2025 at 10.00 a.m.
Meeting Venue:	Shah Alam 1, SACC Convec No. 4, Jalan Perbadanan 14/9 40000 Shah Alam Selangor Darul Ehsan, Malaysia
Mode of Meeting:	By way of a fully physical meeting

A. Entitlement to Participate and Vote at the Extraordinary General Meeting (“EGM”)

1. Only shareholders whose names appear on the Record of Depositors (“ROD”) as of Tuesday, 22 July 2025 shall be eligible to participate at the EGM.
2. If a shareholder is unable to participate at the EGM:
 - (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 EGM, 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 8:30 a.m. 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 the 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 EGM 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 EGM in person and wish to appoint the Chairman of the EGM 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 EGM, i.e. latest by **Saturday, 26 July 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 EXTRAORDINARY 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-digit CDS account number and the number of securities held.
- vi. Select your proxy/proxies appointment – either the Chairman of the meeting or an individual named proxy/proxies.
- vii. Read and accept the General Terms and Conditions by clicking "Next".
- viii. Enter the required particulars of your 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 an acknowledgement.

For Authorised Nominees/Exempt Authorised Nominees

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

Please note that the closing date and time to submit your proxy/proxies form is **Saturday, 26 July 2025 at 10.00 a.m.**

D. Revocation of Proxy

If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or wish to participate in the EGM 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 EGM or proceed to the Help desk counter on the EGM day to do proxy revocation. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

E. Submission of Pre-EGM Question(s)

1. You may submit questions relating to the agenda item of the EGM in advance via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, commencing from **21 July 2025** and in any event no later than **Saturday, 26 July 2025 at 10.00 a.m.** 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 EGM. Questions that are similar or on the same matter may be consolidated and answered together.

F. Circular to Shareholders and Other Documents

1. The following documents are available on the Company's website at <https://kps.com.my/> and Bursa Malaysia's website at <https://www.bursamalaysia.com> under Company Announcements:
 - (a) Notice of EGM
 - (b) Proxy Form
 - (c) EGM Administrative Guide for Shareholders
 - (d) Circular to Shareholders
2. As part of our commitment to sustainability, we encourage shareholders to refer to the softcopy version of the Circular to Shareholders and the above documents. However, if you do require a printed copy, you may request a printed copy of the above documents via the Boardroom Smart Investor Portal website at <https://investor.boardroomlimited.com>.

G. Poll Voting

1. The voting at the EGM 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 EGM, 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 1, 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 at 5 p.m. on 28 July 2025. KPS Berhad will not bear any additional costs incurred for parking after 5 p.m.
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 responsibility for lost parking cards.
5. The location map of SACC Convec can be found at the following link:
https://maps.app.goo.gl/FFHY2a3FRtuxcTcy7?g_st=aw

E. Personal Data Privacy

By 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.

F. Enquiries

Should you have any enquiries prior to the EGM or if you wish to request technical assistance to participate in the EGM, please contact Boardroom during office hours, Monday to Friday (from 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