

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Meeting	:	EXTRAORDINARY GENERAL MEETING (“EGM”)
Date	:	Wednesday, 6 March 2024
Time	:	10.00 a.m. (Malaysian time)
Broadcast Venue	:	KPS Berhad’s corporate office 17 th Floor, Plaza Perangsang Persiaran Perbandaran 40000 Shah Alam Selangor Darul Ehsan Malaysia
Meeting Platform	:	<u>https://meeting.boardroomlimited.my</u> (“Virtual Meeting Portal”)
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 EGM, i.e., from 9.00 a.m. on Wednesday, 6 March 2024 . (2) You may submit questions relating to the agenda items of the EGM in advance via the Boardroom Smart Investor Portal at <u>https://investor.boardroomlimited.com</u> commencing from 16 February 2024 and in any event no later than 5 March 2024 at 10:00 a.m. using the same user ID and password provided in Step 2 of item 4 below, and select “ SUBMIT QUESTION ” to pose your questions.

For further details on the mode of communication, please refer to item 5 of this Administrative Guide for Shareholders.

1. Virtual EGM

Kumpulan Perangsang Selangor Berhad (“**Company**” or “**KPS Berhad**”) will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting its EGM 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 EGM of the Company.

Shareholders are invited to participate and vote at the EGM via the virtual meeting portal at **<https://meeting.boardroomlimited.my>**.

NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES should be physically present at or will be admitted to the Broadcast Venue on the day of the EGM.

2. Entitlement to participate and vote at the EGM

Only a depositor whose name appears on the Record of Depositors of the Company **as at 28 February 2024** shall be eligible to participate in the EGM or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her/its behalf.

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

3. Voting procedure – Poll voting

- (i) Voting at the EGM 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.
- (iii) For the purposes of this EGM, e-Voting may be carried out via personal smart mobile phones, tablets, personal computers or laptops.
- (iv) Members and proxies are required to use one (1) of the following methods to vote remotely:
 - (a) access to **Lumi Portal** via the website URL: <https://meeting.boardroomlimited.my>; or
 - (b) launch the **Lumi Portal** by scanning the QR code given to you in the email along with your remote participation User ID and Password.
- (v) Please note that polling will only commence after an announcement by the Chairman of poll opening and continue until such time the Chairman announces the closure of the poll. The poll result report will be verified by the Scrutineers, and the results will be announced thereafter. The Chairman will declare whether the resolutions put to vote are duly passed.
- (vi) You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the EGM has commenced. It is, therefore, your responsibility to ensure that connectivity for the duration of the EGM 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. RPEV facilities

- (i) The RPEV facilities are available to **individual shareholders, corporate shareholders, authorised nominees and exempt authorised nominees.**
- (ii) If you wish to participate in the meeting, you will be able to view a live webcast of the meeting and submit questions and your votes in real-time while the meeting is in progress.
- (iii) Kindly follow the steps below on how to request your User ID and password.

Step 1 – Register Online with Boardroom Smart Investor Portal (for first-time registration only)

[Note: If you have already signed up with the Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit Request for Remote Participation User ID and Password.]

- (i) Access the website: <https://investor.boardroomlimited.com>
- (ii) Click <<**Register**>> to sign up as a user.
- (iii) Select the “Account Type” to “**Sign Up as Shareholder**” or “**Sign Up as Corporate Holder**”.
- (iv) Complete registration with all required information. Upload a softcopy of your MyKad (front and back), or passport and authorisation letter (template available) for Corporate Holder.
- (v) Please enter a valid email address and valid mobile number.
- (vi) Thereafter, you will receive an email from the Boardroom for verification to complete the registration.
- (vii) Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: Registration for remote access will open on 16 February 2024]

- **For Individual and Corporate Members**

- (i) Login to <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
- (ii) Select “**KUMPULAN PERANGSANG SELANGOR BERHAD EXTRAORDINARY GENERAL MEETING**” from the list of Meeting Events and click “**Enter**”.
- (iii) Click on “**Register for RPEV**”.
- (iv) Enter your CDS Account Number.
- (v) Read and accept the Terms & Conditions.
- (vi) Click “**Register**” to submit your request.

- **eProxy Lodgement**

For Individual and Corporate Members

- (i) Login to <https://investor.boardroomlimited.com> using your User ID and PASSWORD from Step 1 above.
- (ii) Select “**KUMPULAN PERANGSANG SELANGOR BERHAD EXTRAORDINARY GENERAL MEETING**” from the list of Meeting Events and click “**Enter**”.
- (iii) Click on “**Submit eProxy form**”.
- (iv) Select the company you would like to be represented (if more than one), for Corporate Shareholder.
- (v) Enter your CDS Account Number and indicate the number of securities held.
- (vi) Select your proxy/proxies – either the Chairman of the meeting or an individual named proxy/proxies.
- (vii) Read and accept the Terms and Conditions and click “**Next**”.
- (viii) Enter the required particulars of your proxy/ proxies.
- (ix) Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- (x) Review and confirm your proxy(ies) appointment.
- (xi) Click “**Apply**”.
- (xii) Download or print the eProxy Form acknowledgement.

For Authorised Nominee and Exempt Authorised Nominee

- (i) Login to <https://investor.boardroomlimited.com> using your User ID and PASSWORD from Step 1 above.
- (ii) Select “**KUMPULAN PERANGSANG SELANGOR BERHAD EXTRAORDINARY GENERAL MEETING**” from the list of Meeting Events and click “**Enter**”.
- (iii) Click on “**Submit eProxy form**”.
- (iv) Select the company you would like to be represented (if more than one).
- (v) Proceed to download the file format for “Submission of Proxy Form”.
- (vi) Prepare the file for the appointment of proxy/proxies by inserting the required data.
- (vii) Proceed to upload the duly completed Proxy Appointment file.
- (viii) Review and confirm your proxy/proxies appointment and click “**Submit**”.
- (ix) Download or print the eProxy form as acknowledgement.

Note: If you are the authorised representative for more than one (1) authorised nominee/exempt authorised nominee/corporate shareholder, kindly click the home button and select “Edit Profile” in order to add the company name.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees (via email)

- (i) Write to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be), to submit the request.
- (ii) Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or passport in JPEG, PNG or PDF format as well as his/her email address.

- (a) You will receive a notification from Boardroom that your request has been received and is being verified.
- (b) Upon system verification of your registration against the **EGM Record of Depositors as at 28 February 2024 and final verification by the appointed scrutineers on 5 March 2024**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (c) You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- (d) Please note that the closing date and time to submit your request is by **5 March 2024 at 10:00 a.m.**

Step 3 – Login to the Virtual Meeting Portal

[Note: Please note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connectivity available at remote users' locations.]

- (i) The Virtual Meeting Portal will open for login one hour before the scheduled commencement of the EGM, i.e., from **9:00 a.m. on Wednesday, 6 March 2024**.
- (ii) Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (*Refer to Step 2(c) above*).
- (iii) The steps given will also guide you on how to view the live webcast, submit questions and vote.
- (iv) The live webcast will end, and the Messaging window (for submission of questions) will be disabled once the Chairman announces the closure of the EGM.
- (v) You can then logout from the Virtual Meeting Portal.

Notes 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 the 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**](mailto:bsr.helpdesk@boardroomlimited.com) for assistance.*

5. Mode of communication

You may submit questions relating to the agenda items of the EGM in advance via the Boardroom Smart Investor Portal at [**https://investor.boardroomlimited.com**](https://investor.boardroomlimited.com), commencing from **16 February 2024** and in any event no later than **5 March 2024 at 10.00 a.m.** using the same user ID and password provided in Step 2 (under item 4) above, and select "**SUBMIT QUESTION**" to pose questions.

Alternatively, you may submit any questions for the Chairman/Board during the EGM using the Messaging window facility, which will open concurrently with the Virtual Meeting Portal one hour before the scheduled commencement of the EGM, i.e., from **9:00 a.m. on Wednesday, 6 March 2024**.

The Chairman and management will respond to their best endeavours on 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.

Please note that no recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

6. Lodgement of Proxy Form

Please deposit your completed Proxy Form at the office of Boardroom Share Registrars Sdn Bhd on the **11th Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** or alternatively, to submit your electronic Proxy Form via Boardroom Smart Investor Portal at **<https://investor.boardroomlimited.com>** not less than 24 hours before the time appointed for the holding of the EGM, i.e., **not later than Tuesday, 5 March 2024 at 10.00 a.m.**

7. Communication guidance

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

8. No door gifts/vouchers

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

9. Enquiries

Should you have any enquiry prior to the EGM or if you wish to request technical assistance to participate in the EGM, 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

10. Personal data

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the EGM and/or any adjournment thereof, a shareholder of the Company: (i) consents to the collection, recording, holding, storing, use and disclosure of the shareholder's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the EGM (including any adjournment thereof), and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "**Purposes**"); (ii) warrants that where the shareholder discloses the personal data of the shareholder's proxy(ies) and/or representative(s) to the Company (or its agents), the shareholder has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, recording, holding, storing, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and (iii) agrees that the shareholder 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.