



# ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

## MEETING : 55TH ANNUAL GENERAL MEETING (“AGM”)

**DATE** : Friday, 17 May 2024

**TIME** : 10.00 am

**VENUE** : Sabah Room, B2 Level, Shangri-La Kuala Lumpur,  
11 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia

## REGISTRATION

1. Registration will be at Sarawak Room, B2 Level, Shangri-La Kuala Lumpur, 11 Jalan Sultan Ismail, 50250 Kuala Lumpur, and will commence at **8.00 am**.
2. Please present your **ORIGINAL National Registration Identity Card (“NRIC”) or passport (for non-Malaysians)** during registration for verification purposes. **Photocopies of NRICs or passports will not be accepted.** Please note that you are not allowed to register on behalf of another person even with the original NRIC/passport of that person.  
  
After verification and registration, you will be given a wristband with a QR Code to be secured around your wrist. As the wristband is to facilitate your entry into the meeting room and for voting, you are strongly urged not to lose or misplace it to avoid any inconvenience or delay. If that happens, please go to the Help Desk for assistance.
3. Whether you are attending the AGM as a shareholder, proxy(ies) and/or corporate representative(s), you will be registered once, and given only one wristband to enter the meeting room. Please note that the wristband is required to be worn when entering the meeting room.

## HELP DESK

4. The registration counters will only handle verification of the identity and registration of the shareholder/ proxy/ corporate representative and his/her shareholdings. If you have other queries or need clarification relating to registration, please proceed to the Help Desk.
5. The Help Desk will also handle revocation of proxy appointments.

## MEETING

6. The meeting will be held at Sabah Room, B2 Level, Shangri-La Kuala Lumpur, 11 Jalan Sultan Ismail, 50250 Kuala Lumpur.
7. The meeting will start promptly at 10.00 am, and shareholders are requested to be punctual.

## ENTITLEMENT TO PARTICIPATE AND VOTE AT THE AGM

8. Only a depositor whose name appears on the Record of Depositors of the Company as at 8 May 2024 shall be eligible to participate in the AGM, or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.
9. A shareholder of the Company entitled to attend and vote at the AGM may appoint not more than 2 proxies to attend and vote in his/her stead. A proxy need not be a member of the Company. Where a shareholder appoints 2 proxies, the appointments shall be invalid unless he/she specifies the number of shares to be represented by each proxy.
10. The instrument appointing a proxy must be deposited at the office of Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur; or by electronic submission via the TIIH Online website at <https://tiih.online> not less than 48 hours before the time for holding the AGM or any adjournment thereof. For further information on electronic submission of Proxy Forms, please refer to the section on “**Procedures for electronic submission of proxy form**”.
11. If you wish to attend the AGM yourself, please do not submit any Proxy Form for the meeting. You will not be allowed to attend the meeting together with any proxy(ies) appointed by you. If your shares are registered under more than one CDS account, you will attend as one shareholder for all the CDS accounts registered under your name. You are not allowed to attend as shareholder for certain CDS accounts under your name, and also appoint proxies for your other CDS accounts.
12. If you have submitted your Proxy Form prior to the AGM, and subsequently decide to attend the AGM in person, please proceed to the Help Desk to revoke the appointment of your proxy(ies) before registration.

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## VOTING PROCEDURE

13. Voting at the AGM will be conducted by poll. Tricor Investor and Issuing House Services Sdn Bhd is the Poll Administrator to conduct the polling process, and independent scrutineers will be appointed to verify the results of the poll.

## PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

14. The procedures to submit your Proxy Form electronically via Tricor's TIH Online website are summarised below :

|   | Procedure                                  | Action  |
|---|--|---|
| <b>1. Steps for Individual Shareholders</b>                 |  |   |
| (a)   | Register as a User with TIH Online website | <ul style="list-style-type: none"> <li>• Access the website : <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Register as a user under the “e-Services” by selecting “<b>Create Account by Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIH Online, you are not required to register again.</li> </ul>   |
| (b)   | Proceed with submission of Proxy Form      | <ul style="list-style-type: none"> <li>• Login to <a href="https://tiih.online">https://tiih.online</a> using your username (i.e. email address) and password from step 1(a) above.</li> <li>• Select the corporate event: “<b>PPB GROUP BERHAD 55TH AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Enter your CDS account number and indicate the number of shares for each proxy(ies) to vote on your behalf.</li> <li>• Enter the required particulars of your proxy(ies) or appoint the Chairman of the Meeting as your proxy.</li> <li>• Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul>  |
| <b>2. Steps for Corporate or Institutional Shareholders</b> |  |   |
| (a)   | Register as a User with TIH Online website | <ul style="list-style-type: none"> <li>• Access the website : <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under the “e-Services”, the authorised or nominated representative of the corporate or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within 1 to 2 working days.</li> <li>• Proceed to activate your account with the temporary password provided in the email and reset your own password.</li> </ul> <p><i>Note:</i><br/> <i>The representative of a corporate or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the Share Registrar if you need clarification on the user registration.</i></p> |
| (b)   | Proceed with submission of Proxy Form      | <ul style="list-style-type: none"> <li>• Login to <a href="https://tiih.online">https://tiih.online</a> using your username (i.e. email address) and password from Step 2(a) above.</li> <li>• Select the corporate event: “<b>PPB GROUP BERHAD 55TH AGM - SUBMISSION OF PROXY FORM</b>”</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report for record.</li> </ul>  |

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## ADVANCE SUBMISSION OF QUESTIONS RELATING TO THE AGM AGENDA ITEMS

15. Shareholders may submit questions in advance relating to the agenda items of the AGM via Tricor's TIIH Online website at <https://tiih.online> using the same username and password in Step 1(a) or 2(a) under Note 14 above. Select "e-Services" to login, key-in and submit your questions electronically commencing from 19 April 2024, and no later than **10.00 am on Wednesday, 15 May 2024**. The Board will endeavour to answer at the AGM the questions received.

## OTHERS

16. Coffee/Tea will be served during registration and after the meeting. Door gifts will be distributed during registration and only **ONE** door gift will be given to a registrant whether attending as :
- a) shareholder; OR
  - b) shareholder, and as proxy or corporate representative; OR
  - c) proxy or corporate representative (irrespective of the number of shareholders represented).

Where more than one (1) proxy is appointed by the same shareholder, only **ONE** door gift will be given to the proxy who registers first.

## ENQUIRIES

17. If you have any enquiry(ies) relating to the meeting, please contact the Share Registrar during office hours (9.00 am to 5.00 pm) from Mondays to Fridays at :

### **Tricor Investor & Issuing House Services Sdn Bhd**

Unit 32-01, Level 32,  
Tower A Vertical Business Suite  
Avenue 3, Bangsar South  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Tel No. : 603-27839299

Fax No. : 603-27839222

19 April 2024