

**HeiTech Padu Berhad**

(Registration No: 199401024950 (310628-D))

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDEFor the Extraordinary General Meeting (“**EGM**”) of HeiTech Padu Berhad (“**HeiTech**” or the “**Company**”)

Date	:	Wednesday, 25 June 2025
Time	:	12.30 p.m. or immediately upon the conclusion or adjournment (as the case may be) of the 30 th Annual General Meeting of HeiTech (which will be held at the same venue on the same day at 10.30 a.m.), whichever is later, or at any adjournment of the EGM
Venue	:	Casuarina, Level G, Sime Darby Convention Centre, 1A, Jalan Bukit Kiara 1, Bukit Kiara, 60000 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia

REGISTRATION

1. Registration will start at **8.30 a.m.** All shareholders are requested to be punctual.
2. Please produce your **ORIGINAL Identity Card (“IC”)** or **Passport (for foreigners)** during registration for verification. **No photocopy of IC or Passport will be accepted.**

After registration and signing on the Attendance List, please vacate the registration area and proceed to the meeting hall.

3. You will be given a wristband. If you are attending the EGM as a shareholder as well as proxy, you will be registered once and will only be given one wristband. No person will be allowed to enter the meeting hall without wearing the wristband.

There will be no replacement in the event that you lose or misplace the wristband.

4. Please note that you will not be allowed to register on behalf of another person, even with the original IC or Passport of that other person.

ENTITLEMENT TO ATTEND

1. For the purpose of determining the shareholders who shall be entitled to attend the EGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a Record of Depositors as at 18 June 2025.

APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at **18 June 2025** shall be eligible to attend, speak and vote at the EGM or appoint a proxy(ies) and/or the Chairman of the EGM to attend and vote on his/her behalf.

Shareholders who appoint proxy(ies) to participate in the EGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) no later than **Monday, 23 June 2025 at 12:30 p.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner: -

(i) **In hard copy form**

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company, Tricor, 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 Drop-in Box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) **By electronic form**

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to procedures below for electronic lodgement of proxy form.

	Procedure	Action
i. <u>Steps for Individual Members</u>		
(a)	Register as a User with Tricor's TIIH Online website	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "HEITECH PADU BERHAD EGM 2025 – Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(ies) appointment. Print Form of Proxy for your record.
ii. <u>Steps for Corporation or Institutional Members</u>		
(a)	Register as an User with Tricor's TIIH Online website	<ul style="list-style-type: none"> Access TIIH online at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional member selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>

	Procedure	Action
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to Tricor's TIIH Online website at https://tiih.online • Select the corporate event: "HEITECH PADU BERHAD EGM 2025 – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Submit" to complete your submission. • Print the confirmation report of your submission for your record.

HELP DESK

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

POLL VOTING

1. The 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. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Scrutineer Solutions Sdn. Bhd. as the Scrutineers to verify the poll results.
2. Upon completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman's declaration on whether the resolutions are duly passed.

NO RECORDING OR PHOTOGRAPHY

1. Unauthorised recording and photography are strictly prohibited at the EGM of the Company.

PARKING

1. Parking is complimentary.

DOOR GIFT

1. There will be no door gift given to shareholders who attend the EGM.

REFRESHMENT

1. Breakfast/Coffee Break will be given on a "free flow" basis.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays): -

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@vistra.com
Contact persons : Mohammad Khairudin
+603-2783 7973
Mohamad.Khairudin@vistra.com
: Nurul Ainee
+603-2783 9265
Nurul.Ainee@vistra.com

HeiTech Padu Berhad

Company Secretary's email : cosec@heitech.com.my
Contact person : Puan Syazreen Yasmin Binti Suyamin
+603-8601 3125