GADANG HOLDINGS BERHAD

Registration No. 199301023376 (278114-K)

ADMINISTRATIVE GUIDE
32ND ANNUAL GENERAL MEETING ("AGM") OF
GADANG HOLDINGS BERHAD ("GADANG" OR "THE COMPANY")

Day and Date	:	Wednesday, 5 November 2025
Time	:	10.00 a.m.
Venue	:	Ballroom 3, Level 1 Sime Darby Convention Centre 1A Jalan Bukit Kiara 1 60000 Kuala Lumpur

A) GENERAL MEETING RECORD OF DEPOSITORS

A depositor whose name appears in the Record of Depositors of the Company as at 24 October 2025 ("Record of Depositors") shall be entitled to attend, participate, speak (collectively, "participate") and vote at the AGM.

B) REGISTRATION

(1) Registration is from 8.00 a.m. on 5 November 2025 and will remain open until the conclusion of the AGM or such time as may be determined by the Chairman of the Meeting. Latecomers may not be able to vote once the polling process starts.

(2) Kindly present your original National Registration Identity Card ("NRIC") or Passport for verification to the Registrar. Photocopy of NRIC or Passport is not allowed. Upon verification and registration, an identification wristband printed with a passcode and relevant coupons (if any) will be provided. The passcode is for voting purpose. There will be no replacement of the identification wristband and/or coupons in the event that you lose or misplace these items. No individual will be allowed to enter the meeting hall without the wristband.

(3) Registration must be done in person. You are not allowed to register on behalf of another person, even with the original NRIC/passport of that person.

C) CORPORATE MEMBERS

(1) Corporate representatives of members must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") not later than **3 November 2025 at 10.00 am** to participate and vote at the AGM.

(2) Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **3 November 2025 at 10.00 a.m**. to participate and vote at the AGM. If the power of attorney is submitted by electronic mail (email) to Tricor's email address at **is.enquiry@vistra.com,** it must be followed by depositing of a hard copy of the power of attorney at Tricor's office.

D) PRE-REGISTRATION

Members/ proxies/corporate representative/attorneys who wish to attend and vote at the AGM are to follow the procedure as summarised below:

Procedure	Action
BEFORE THE 32ND AGM DAY	
(a) Register as a User with TIIH Online	• Using your computer, access the website at https://srmy.vistra.com. Register as a user under the "e-Services" by selecting **"Create Account by Individual Holder"**. Refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the Pre-Registration for **GADANG HOLDINGS BERHAD 32ND AGM** is available for registration at TIIH Online.
(b) PRE-REGISTRATION to attend AGM	• Registration is open from 24 September 2025 up to 10.00 a.m., 3 November 2025. • Login with your user ID and password and select the corporate event: **"(REGISTRATION) GADANG HOLDINGS BERHAD 32ND AGM**". • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert the CDS account number and indicate the number of shares. • Submit to register your physical attendance. • System will send an e-mail to notify you that your registration to attend the AGM physically is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at 24 October 2025, the system will send you an e-mail after 3 November 2025 to approve or reject your registration for pre-registration to attend the AGM.

E) SUBMISSION OF QUESTIONS

Shareholders may submit questions in advance of the AGM via Tricor's TIIH Online website at https://srmy.vistra.com by selecting "**e-Services**" to pose questions and submit electronically not later than **3 November 2025 at 10.00 a.m.** The pre-received questions will be addressed during the AGM.

The procedures for posting questions via TIIH Online are as follows:

Procedure	Action
Register as a User with TIIH Online	• Access the website at https://srmy.vistra.com. • Register as a user under the "e-Services". Please 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.
Pose Questions	• Login with your user ID and password and select the corporate event: **"(Registration) GADANG HOLDINGS BERHAD 32ND AGM"** • Please click "**Submit Question**" and pose your questions online.

F) PROXY FORM

(1) The instrument appointing a proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM or not later than **3 November 2025 at 10.00 am**:

In hard copy form

In the case of an appointment is made in hard copy form, the Form of Proxy must be deposited at the office of the Share Registrar:

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; or

alternatively, to be deposited in the Drop Box located at:
Unit G-3, Ground Floor, Vertical Podium,
Avenue 3, Bangsar South,
No. 8 Jalan Kerinchi, 59200 Kuala Lumpur.

By electronic means via email

By electronic mail (email) to Tricor's email address at is.enquiry@vistra.com to be followed by the deposit of a hard copy of the Form of Proxy and the Proxy Authorisation Documents at Tricor's office address stated above; and

By Electronic form

(2) The procedures to submit your proxy form electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.*
Proceed with submission of proxy form	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "**GADANG HOLDINGS BERHAD 32ND AGM**". 3. Navigate to the 3 dots at the end of the corporate event and choose **"SUBMISSION OF PROXY FORM"**. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record.
ii. Steps for Corporation or Institutional Shareholders	
Register as a User at The Portal	1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *Note: The representative of a corporation 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 Tricor if you need clarifications on the user registration.*

Proceed with submission of proxy form	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "**GADANG HOLDINGS BERHAD 32ND AGM**". 3. Navigate to the icon ">" at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder's name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select "**Confirm**" to complete your submission. 10. Print the confirmation report of your submission for your record.

G) VOTING PROCEDURE

(1) The Company has appointed Tricor as Poll Administrator to conduct poll by way of electronic voting ("E-voting") and Scrutineer Solutions Sdn. Bhd. as scrutineers to verify the poll results.

(2) E-voting for each of the resolutions as set out in the Notice of the AGM will take place only upon the conclusion of the deliberations of all the businesses transacted at the AGM. The registration for attendance will be closed to facilitate commencement of the poll.

(3) All attendees at the Meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.

(4) Upon completion of the voting session for the AGM, the scrutineers will verify the poll results and to be followed by the Chairman's declaration whether the resolutions are duly passed.

H) NO DOOR GIFTS /VOUCHER

NO door gifts will be distributed on the day of the AGM.

I) COMPLIMENTARY PARKING

Complimentary parking is available for vehicles parked at Sime Darby Convention Centre's carpark only.

J) REFRESHMENT

Food pack can be redeemed after registration at a designated counter, on a per pax basis. Only non-vegetarian food will be served. Each shareholder and/or proxy attending the AGM in person will be entitled to only one (1) food pack. Where a shareholder and/or proxy is also appointed as proxy for different shareholder(s) to attend the AGM, he/she will only be entitled to one (1) food pack regardless of the number of shareholder(s) he/she is representing.

K) NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the AGM.

L) ANNUAL REPORT

(1) The Annual Report 2025 ("AR 2025") and Circular to Shareholders ("Circular") are available on the Company and Bursa Malaysia Securities Berhad's website as below:

a) www.gadang.com.my/investor-relations under Corporate Governance/Shareholders Meeting section; and

b) www.bursamalaysia.com under Company Announcement of Gadang

(2) In line with our commitment to environmental sustainability, only a limited number of printed copies of the AR 2025 and Circular will be made available at the AGM venue, on a first-come first-served basis. You are encouraged to access the digital version online. Your support in reducing environmental impact is greatly appreciated.

(3) If you wish to request a printed copy, you may submit your request to our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd's website at https://srmy.vistra.com by selecting "Request for Annual Report/Circular" under the "Investor Services".

M) PERSONAL DATA PROTECTION NOTICE

By registering for the AGM, shareholders consent to the use and disclosure of their personal data by the Company for the purpose of facilitating the meeting, including verification, communication, and related administrative matters, in accordance with the Personal Data Protection Act 2010.

N) ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar of the Company during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday, except public holidays):

Tricor Investor & Issuing House Services Sdn Bhd		
General Line	:	603-2783 9299
Email	:	is.enquiry@vistra.com
Contact Persons	:	Pn Azizah Kadir : +603-2783 9260 / azizah@vistra.com Mr Jiang Shen Tew : +603-2783 9281 / Jiang.Shen.Tew@vistra.com Pn Zakiah Wardi : +603-2783 9287 / zakiah@vistra.com