

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

MEETING	:	46TH ANNUAL GENERAL MEETING
DATE	:	Tuesday, 30 May 2023
TIME	:	10.00 a.m. (Malaysia time)
BROADCAST	:	KPS Berhad Corporate Office
VENUE	:	17 th Floor, Plaza Perangsang Persiaran Perbandaran 40000 Shah Alam Selangor Darul Ehsan
MEETING PLATFORM	:	https://meeting.boardroomlimited.my ("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 46 th Annual General Meeting ("46 th AGM"), i.e. from 9.00 a.m. on Tuesday, 30 May 2023 . 2) You may submit questions relating to the agenda items of the 46 th AGM in advance via the Boardroom Smart Investor Portal at https://investor.boardroomlimited.com commencing from 20 April 2023 and in any event no later than Sunday, 28 May 2023 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.

1. Virtual Annual General Meeting

As part of our continuing safety and precautionary measures, the Company ("KPS Berhad") will conduct its 46th AGM 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 46th AGM of the Company.

Shareholders are invited to participate and vote at the forthcoming 46th AGM 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 46th AGM.

2. Entitlement to Participate and Vote at the 46th AGM

Only a depositor whose name appears on the Record of Depositors of the Company as of 24 May 2023 shall be eligible to participate in the 46th AGM or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.

As the 46th AGM is a virtual meeting, a shareholder entitled to attend and vote at the 46th AGM may appoint the Chairman of the meeting as his/her proxy to attend and vote in his/her stead and indicate his/her voting instructions in the Proxy Form.

3. Voting Procedure – Poll Voting

- i) Voting at the 46th AGM 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 46th AGM, 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 AGM** via the website URL : <https://meeting.boardroomlimited.my>; or
 - b) launch **Lumi AGM** by scanning the QR code given to you in the email along with your remote participation User ID and Password.
- iii) Please note that polling will only commence after announcement by the Chairman of poll opening and continue until such time the Chairman announces closure of the poll. The poll result report will be verified by the Scrutineers, and the results announced thereafter. The Chairman will declare whether the resolutions put to vote are duly passed.
- iv) You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 46th AGM has commenced. It is therefore your responsibility to ensure that connectivity for the duration of the 46th AGM 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 whilst the meeting is in progress.
- iii) Kindly follow the steps below on how to request for 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 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.]

- a) Access the website: <https://investor.boardroomlimited.com>
- b) Click <<Register>> to sign up as a user.
- c) Select the "Account Type" to **"Sign Up as Shareholder"** or **"Sign Up as Corporate Holder"**.
- d) 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.
- e) Please enter a valid email address and valid mobile number.
- f) Thereafter, you will receive an email from Boardroom for verification to complete the registration.
- g) 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 **20 April 2023**.]

- **For Individual and Corporate Members**
 - Login to <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
 - Select **"KUMPULAN PERANGSANG SELANGOR BERHAD 46TH ANNUAL GENERAL MEETING"** from the list of Meeting Event and click **"Enter"**.
 - Click on **"Register for RPEV"**.
 - Read and accept the General Terms & Conditions by clicking **"Next"**.
 - Enter your CDS Account Number and thereafter submit your request.
- **eProxy Lodgement**
 - » **For Individual and Corporate Members**
 - Login to <https://investor.boardroomlimited.com> using your User ID and PASSWORD from Step 1 above.
 - Select **"KUMPULAN PERANGSANG SELANGOR BERHAD 46TH ANNUAL GENERAL MEETING"** from the list of Meeting Event and click **"Enter"**.
 - Click on **"Submit eProxy form"**.
 - Select the company you would like to be represented (if more than one), for Corporate Shareholder.
 - Read and accept the General Terms & Conditions by clicking **"Next"**.
 - Enter your CDS Account Number and indicate the number of securities held.
 - Select your proxy/ proxies - either the Chairman of the meeting or individual named proxy/ proxies.
 - Read and accept the Terms and Conditions and click **"Next"**.
 - Enter the required particulars of your proxy/ proxies.
 - 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**.
 - Review and confirm your proxy(ies) appointment.
 - Click **"Apply"**.
 - Download or print the eProxy Form acknowledgement.

- **For Authorised Nominee and Exempt Authorised Nominee**

- Login to <https://investor.boardroomlimited.com> using your User ID and PASSWORD from Step 1 above.
- Select ""KUMPULAN PERANGSANG SELANGOR BERHAD 46TH ANNUAL GENERAL MEETING"" from the list of Meeting Event and click ""Enter"".
- Click on ""Submit eProxy form"".
- Select the company you would like to be represented (if more than one).
- Proceed to download the file format for ""Submission of Proxy Form"".
- Prepare the file for the appointment of proxy/proxies by inserting the required data.
- Proceed to upload the duly completed Proxy Appointment file.
- Review and confirm your proxy/proxies appointment and click ""Submit"".
- Download or print the eProxy form as acknowledgement

Note: If you are the authorised representatives 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 company name.

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

- Write to bsr.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number, accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be), to submit the request.
 - 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 **AGM Record of Depositors as of 24 May 2023 and final verification by the appointed scrutineers on 28 May 2023**, 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 **Sunday, 28 May 2023 at 10.00 am**.

Step 3 - Login to 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.]

- a. The Virtual Meeting Portal will open for login one (1) hour before the scheduled commencement of the 46th AGM, i.e. from **9.00 a.m. on Tuesday, 30 May 2023**.
- b. 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).
- c. The steps given will also guide you on how to view the live webcast, submit questions and vote.
- d. The live webcast will end, and the Messaging window (for submission of questions) will be disabled once the Chairman announces the closure of the 46th AGM.
- e. You can then logout from the Virtual Meeting Portal.

Note 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 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 for assistance.

5. Mode of Communication

You may submit questions relating to the agenda items of the 46th AGM in advance via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, commencing from **20 April 2023** and in any event no later than **Sunday, 28 May 2023 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 46th AGM using the Messaging window facility which will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the 46th AGM, i.e. from **9.00 a.m. on Tuesday, 30 May 2023**.

The Chairman and management will respond to their best endeavours, questions submitted by shareholders which relate to the matters in the agenda of the 46th AGM. Questions that are similar or on the same matter may be consolidated and answered together.

Please note that no recording or photography of the 46th AGM 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 at the **11th Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**, not less than forty-eight (48) hours before the time appointed for the holding of the 46th AGM, ie not later than **Sunday, 28 May 2023 at 10.00 am**.

7. Communication Guidance

Shareholders are also reminded to monitor the Company's website and announcements for any changes to the 46th AGM arrangements.

8. No Door Gifts/Vouchers

No door gifts or e-vouchers will be distributed to shareholders/proxies who participate in the 46th AGM.

9. Enquiries

Should you have any enquiry prior to the 46th AGM or if you wish to request technical assistance to participate the 46th AGM, 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 46th AGM 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 46th AGM (including any adjournment thereof), and the preparation and compilation of the attendance lists, minutes and other documents relating to the 46th AGM (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.