

KIMLUN CORPORATION BERHAD
[Registration No. 200901023978 (867077-X)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 15TH ANNUAL GENERAL MEETING (“AGM”)

Date : Tuesday, 4 June 2024
Time : 2.30 p.m.
Online Meeting Platform : <https://tiih.online>

MODE OF MEETING

The 15th AGM will be conducted on a **fully virtual basis through live streaming and online meeting platform as well as online remote voting via the Remote Participation and Voting facilities (“RPV”)** provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its TIIH Online website at <https://tiih.online>.

REMOTE PARTICIPATION AND VOTING FACILITIES

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 15th AGM via the RPV provided by Tricor via its TIIH Online website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 15th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 2 June 2024 at 2.30 p.m.**

Authorised representatives of corporate members must deposit their original certificate of appointment of authorised representative to Tricor to participate via RPV in the 15th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Sunday, 2 June 2024 at 2.30 p.m.** to participate via RPV in the 15th AGM.

A member who has appointed a proxy or attorney or authorised representative to participate at this 15th AGM via RPV must request his/her proxy/representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 15th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Members/proxies/attorneys/authorised representatives who wish to participate the 15th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:-

Procedure		Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. 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 email. 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 remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from Friday, 26 April 2024 up to the AGM day, Tuesday, 4 June 2024. Members/proxies/attorneys/authorised representatives are required to pre-register their attendance for the 15th AGM to ascertain their eligibility to participate in the 15th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) KIMLUN CORPORATION BERHAD 15th AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 28 May 2024, the system will send you an e-mail after 2 June 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 15th AGM at any time from 1.30 p.m., i.e. 1 hour before the commencement of the 15th AGM on Tuesday, 4 June 2024 at 2.30 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) KIMLUN CORPORATION BERHAD 15th AGM” to engage in the proceedings of the 15th AGM remotely. If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by remote participants during the 15th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Select the corporate event: “(REMOTE VOTING) KIMLUN CORPORATION BERHAD 15th AGM”.

		<ul style="list-style-type: none"> • Read and agree to the Terms & Conditions and confirm the Declaration. • Voting session commences from 2.30 p.m. on Tuesday, 4 June 2024 until a time when the Chairperson announces the completion of the voting session of the 15th AGM. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairperson on the closure of the 15th AGM, the live streaming will end.

Note to users of the RPV:-

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-4080 5616/ 011-4080 3168/ 011-4080 3169/ 011-4080 3170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:-

Procedure		Action
i. Steps for Individual Members		
(a)	Register as a User with TIIH Online	<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 Proxy Form	<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: "KIMLUN CORPORATION BERHAD 15th AGM - 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. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairperson as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print proxy form for your record.
ii. Steps for Corporation or Institutional Members		

(a)	Register as a User with TIIH Online	<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 holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: “KIMLUN CORPORATION BERHAD 15th AGM - SUBMISSION OF PROXY FORM”. • Agree to the Terms & Conditions and 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. • Submit the proxy appointment file. • Login to TIIH Online, select corporate exercise name: “KIMLUN CORPORATION BERHAD 15th AGM - SUBMISSION OF PROXY FORM”. • 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.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board in advance of the 15th AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Sunday, 2 June 2024 at 2.30 p.m.** The Board will endeavor to answer the questions received at the AGM.

VOTING AT MEETING

The voting at the 15th AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor to conduct online remote voting via RPV via its TIIH Online website at <https://tiih.online> and Asia Securities Sdn Bhd as Independent Scrutineers to verify the poll results.

Members can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairperson of the Meeting and submit your votes at any time from the commencement of the 15th AGM at 2.30 p.m. Kindly refer to “Procedures for RPV” provided above for guidance on how to vote remotely via TIIH Online.

NO DOOR GIFT / FOOD VOUCHER

There will be **no distribution of door gifts or food vouchers** for the 15th AGM.

Kimlun Corporation Berhad would like to thank all its members for their kind co-operation and understanding in these challenging times.

ENQUIRY

If you have any enquiries on the above, please contact the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, as follows 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@my.tricorglobal.com