



CAPE EMS BERHAD  
[Registration No.: 199901026859 (501759-M)]  
("the Company")  
(Incorporated in Malaysia)

**NOTICE OF 2024 ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT** the 2024 Annual General Meeting ("2024 AGM") of the Company will be held virtually through live streaming from the broadcast venue at Tricor Business Centre, Gemilang Room, Unit 29-02, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia ("Broadcast Venue") using the Remote Participation and Voting ("RPV") facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("TIH") via its TIH Online website at <https://tih.online> or <https://tih.com.my> (Domain Registration No. with MYNIC: D1A 282781) on Wednesday, 12 June 2024, at 10:00 a.m. to transact the following businesses:-

**A G E N D A**

**AS ORDINARY BUSINESS**

- To receive the Audited Financial Statements for the financial year ended 31 December 2023 together with the Reports of the Directors and Auditors thereon.
- To approve the payment of Non-Executive Directors' fees for an amount of up to RM399,600.00 payable to Non-Executive Directors on a monthly basis for the period from 13 June 2024 until the next Annual General Meeting of the Company, in such proportions and manner as the Directors may determine as follows:-

[Please refer to Explanatory Note 1]  
[Please refer to Explanatory Note 2]  
[Ordinary Resolution 1]

No.	Type of Director	Non-Executive Directors' fees (RM)		
		the Company	the Board of subsidiaries	Total
1.	Chairman of the Board	87,600.00	-	87,600.00
2.	Senior Independent Non-Executive Director	78,000.00	-	78,000.00
3.	Independent Non-Executive Directors	234,000.00	-	234,000.00
<b>Total</b>				<b>399,600.00</b>

**AND THAT** to approve the Non-Executive Directors' benefits (excluding Directors' fees) for an amount of up to RM150,000.00 payable to Non-Executive Directors for the period from 13 June 2024 until the next Annual General Meeting of the Company, in such manner as the Directors may determine:-

No.	Type of Director	Non-Executive Directors' benefits (RM)		
		the Company	the Board of subsidiaries	Total
1.	Chairman of the Board	30,000.00	-	30,000.00
2.	Senior Independent Non-Executive Director	30,000.00	-	30,000.00
3.	Independent Non-Executive Directors	90,000.00	-	90,000.00
<b>Total</b>				<b>150,000.00</b>

- To approve the payment of Executive Directors' fees for an amount of up to RM546,000.00 payable to an Executive Director on a monthly basis for the period from 13 June 2024 until the next Annual General Meeting of the Company.
- To re-elect the following Directors who retire pursuant to Clause 84.1 of the Company's Constitution and being eligible, have offered themselves for re-election:-
  - Datuk Mohd Rabin Bin Basir;
  - Ms. Tan Sik Hui; and
  - Mr. Yau Yin Wee.
- To re-appoint Messrs. Grant Thornton Malaysia PLT as the Auditors of the Company for the ensuing year and to authorise the Directors to fix their remuneration.

[Please refer to Explanatory Note 2]  
[Ordinary Resolution 2]  
[Ordinary Resolution 3]  
[Ordinary Resolution 4]  
[Ordinary Resolution 5]  
[Ordinary Resolution 6]

**AS SPECIAL BUSINESS**

To consider and if thought fit, to pass with or without modifications, the following resolution:-

**6. ORDINARY RESOLUTION**

- PROPOSED SHARE BUY-BACK OF UP TO TEN PERCENT (10%) OF THE TOTAL NUMBER OF ISSUED SHARES OF THE COMPANY AT ANY GIVEN POINT IN TIME ("PROPOSED SHARE BUY-BACK")**

[Please refer to Explanatory Note 3]  
[Ordinary Resolution 7]

"THAT subject always to the Companies Act 2016 ("the Act"), the Constitution of the Company, the Main Market Listing Requirements ("MMLR") of Bursa Malaysia Securities Berhad ("Bursa Securities") and approvals of the relevant government and/or regulatory authorities, where such approval is required, the Company be and is hereby authorised to purchase such number of ordinary shares in the Company on the Main Market of Bursa Securities and/or hold from upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company, provided that:-

- the aggregate number of ordinary shares in the Company purchased ("Purchased Share(s)") and/or held as treasury shares pursuant to this ordinary resolution shall not exceed ten percent (10%) of the total number of issued shares of the Company as quoted on Bursa Securities at any point in time; and
- the maximum funds to be allocated by the Company for the Proposed Share Buy-Back shall not exceed the total retained earnings of the Company based on the latest audited financial statements and/or the latest management accounts (where applicable) available at the time of the purchase.

THAT upon purchase by the Company, the Board of Directors of the Company shall have the absolute discretion to decide whether such Purchased Shares are to be cancelled and/or retained as treasury shares, or dealt with in such manner as provided under Section 127(7) of the Act.

THAT the authority to facilitate the Proposed Share Buy-Back will commence immediately upon passing of this ordinary resolution and will continue to be in force until:-

- the conclusion of the next Annual General Meeting ("AGM") of the Company following the general meeting at which this resolution was passed, at which time it will lapse, unless by an ordinary resolution passed at the meeting, the authority is renewed, either unconditionally or subject to condition;
- the expiration of the period within which the AGM of the Company is required by law to be held; or
- revoked or varied by ordinary resolution passed by the shareholders in general meeting, whichever occurs first, but not so as to prejudice the completion of the purchase(s) by the Company of its own shares before the aforesaid expiry date and made in any event, in accordance with the provisions of the Act, the MMLR and any applicable laws, rules, regulations, guidelines, requirements and/or orders issued by any other relevant government and/or regulatory authorities.

THAT the Directors of the Company be and are hereby authorised, at their discretion, to deal with the Purchased Shares until all the Purchased Shares have been dealt with by the Directors in the following manner as may be permitted by the Act, MMLR and/or any applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force:-

- To cancel all or part of the Purchased Shares;
- To retain all or part of the Purchased Shares as treasury shares as defined in Section 127 of the Act;
- To distribute all or part of the treasury shares as dividends to the shareholders of the Company;
- To resell all or part of the treasury shares;
- To transfer all or part of the treasury shares for the purposes of or under the employees' share scheme established by the Company and/or its subsidiaries;
- To transfer all or part of the treasury shares as purchase consideration; and/or
- To sell, transfer or otherwise use the shares for such other purposes as permitted by the Act.

**AND THAT** the Board be and is hereby authorised to take all such steps as are necessary or expedient to implement, finalise, complete or to give effect to the Proposed Share Buy-Back with full powers to assent to any conditions, modifications, variations and/or amendments in any manner as may be required by the relevant authorities and to deal with all matters relating thereto and to take all such steps and do all acts and things in any manner as they may deem necessary or expedient to implement, finalise and give full effect to the Proposed Share Buy-Back."

- To transact any other business of which due notice shall have been given in accordance with the Company's Constitution and/or the Act.

BY ORDER OF THE BOARD

TEO SOON MEI (SSM PC No. 201908000235) (MAICSA 7018590)  
LIM JIA HUEY (SSM PC No. 201908000929) (MAICSA 7073258)  
Company Secretaries

Kuala Lumpur  
Dated: 30 April 2024

**Explanatory Notes on Ordinary and Special Businesses:**

**1. Item 1 of the Agenda**

This Agenda item is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval of the shareholders for the Audited Financial Statements. As such, this Agenda item is not put forward for voting.

**2. Items 2 and 3 of the Agenda**

Section 230(1) of the Act provides that the fees of the Directors and any benefits payable to the Directors including any compensation for loss of employment of a Director or former director of a public company or a listed company and its subsidiaries, shall be approved at a general meeting.

The shareholders had, at the 2023 AGM held on 27 June 2023 approved the following fees and benefits payable to the Non-Executive Directors and an Executive Director for the period from 1 January 2023 until the upcoming 2024 AGM:-

- Non-Executive Directors' fees for an amount up to RM554,500.00 and Non-Executive Directors' benefits for an amount up to RM170,000.00 payable to the Non-Executive Directors on a monthly basis; and

No.	Type of Director	Non-Executive Directors' fees (RM)		
		the Company	the Board of subsidiaries	Total
1.	Chairman of the Board	122,500.00	-	122,500.00
2.	Senior Independent Non-Executive Director	108,000.00	-	108,000.00
3.	Independent Non-Executive Directors	324,000.00	-	324,000.00
<b>Total for Non-Executive Directors ("Column I")</b>				<b>554,500.00</b>

No.	Type of Director	Non-Executive Directors' benefits (RM)		
		the Company	the Board of subsidiaries	Total
1.	Chairman of the Board	34,000.00	-	34,000.00
2.	Senior Independent Non-Executive Director	34,000.00	-	34,000.00
3.	Independent Non-Executive Directors	102,000.00	-	102,000.00
<b>Total for Non-Executive Directors ("Column II")</b>				<b>170,000.00</b>

- Executive Directors' fees for an amount up to RM765,789.00 payable to an Executive Director.

The actual benefits paid to the Non-Executive Directors and the actual Fees and paid to the Executive Director for abovesaid period did not exceed the amounts approved by the shareholders at the 2023 AGM.

The Company is seeking shareholders' approval for the payment of:-

- Ordinary Resolution 1 - Non-Executive Directors' fees for an amount up to RM399,600.00 and Non-Executive Directors' benefits (excluding Directors' Fees) for an amount up to RM150,000.00 payable to the Non-Executive Directors on a monthly basis for the period from 13 June 2024 until the next Annual General Meeting of the Company; and
- Ordinary Resolution 2 - Executive Directors' fees for an amount up to RM546,000.00 payable to an Executive Director for the period from 13 June 2024 until the next Annual General Meeting of the Company.

The estimated Directors' fees proposed for the financial period from 13 June 2024 until the next Annual General Meeting of the Company are derived based on the current Board size. The benefits payable to the Directors comprising of meetings allowances based on actual attendance of meetings by the Directors and other claimable benefits including reimbursable expenses incurred in the course of carrying out their duties as Directors. The payment of benefits to the Directors will be made by the Company on a monthly basis and/or as and when incurred.

Ordinary Resolutions 1 and 2 are to facilitate payment of Directors' fees and benefits for the financial year 2024/2025.

In the event that the proposed Directors' fees and benefits payable are insufficient due to the enlarged Board size, the Company will seek shareholders' approval at the next annual general meeting of the Company for the additional Directors' fees and benefits payable to meet the shortfall.

**3. Item 6 of the Agenda**

The proposed Ordinary Resolution 7, if passed, will empower the Directors of the Company to purchase up to 10% of the total number of issued shares of the Company, as the Directors may deem fit in the best interest of the Company, by utilising the funds available which shall not exceed the retained profits of the Company. This authority, unless revoked or varied at a general meeting, will expire at the conclusion of the next Annual General Meeting of the Company.

For further information, please refer to the Share Buy-Back Statement dated 30 April 2024 accompanying the Company's Annual Report for the financial year ended 31 December 2023.

**Notes:-**

- The 2024 AGM of the Company will be held virtually through live streaming from the Broadcast Venue and online remote voting using RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") via its TIH Online website at <https://tih.online>. Please refer to the Administrative Guide for the 2024 AGM which is available at the Company's website at [www.cape-group.com.my](http://www.cape-group.com.my) for the procedures to register, participate and vote remotely at the 2024 AGM through the RPV facilities.
- Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 2024 AGM using the RPV facilities.
- The Broadcast Venue of the 2024 AGM is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairperson of the meeting to be at the main venue of the meeting. The Broadcast Venue is to inform shareholders where the electronic AGM production and streaming would be conducted from the public will be physically present at the meeting venue on the day of the 2024 AGM.
- A member who is entitled to attend and vote at the 2024 AGM shall be entitled to appoint not more than two (2) proxies to attend, participate and vote on his/her behalf at the 2024 AGM. A proxy may but need not be a member of the Company, and need also not be an advocate, an approved company auditor or a person approved by the registrar of the Company. Where a member appoints two (2) proxies to attend the 2024 AGM, the member shall specify the proportion of his/her shareholding to be represented by each proxy, failing which the appointment shall be invalid.
- Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, he/she may appoint at least one (1) proxy but not more than two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account. The appointment of two (2) proxies in respect of any particular securities account shall be invalid unless the authorised nominee specifies the proportion of its shareholding to be represented by each proxy.
- Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account ("Omnibus Account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each Omnibus Account it holds. The appointment of two (2) or more proxies in respect of any particular omnibus account shall be invalid unless the exempt authorised nominee specifies the proportion of its shareholding to be represented by each proxy.
- The instrument appointing a proxy and the power of attorney or other authority, if any, shall be in writing under the hand of appointer or of his attorney duly authorised in writing or a copy of that power of attorney, certified by an advocate and solicitor, or where the appointer is a corporation, either under the corporation's common seal or under the hand of an officer or attorney duly authorised. Any alteration in the Form of Proxy must be initialled.
- A member who has appointed a proxy or attorney or authorised representative to participate at the 2024 AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV facilities via TIH Online at <https://tih.online>. Procedures for RPV can be found in the Administrative Guide for the 2024 AGM.
- The instrument appointing a proxy may be made via hardcopy 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 2024 AGM or at any adjournment thereof:-
  - In Hard Copy Form**  
The Form of Proxy shall be deposited by hand or post to the Share Registrar's office, 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 its Customer Service Centre at Unit G-3, Ground Floor, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
  - By Electronic Means**  
The Form of Proxy can be lodged electronically via Tricor's TIH Online website at <https://tih.online>. Kindly refer to the Procedure for Electronic Submission of Form of Proxy as set out in the Administrative Guide for the 2024 AGM.
- Pursuant to Paragraph 8.29A of the MMLR of Bursa Securities, all the resolutions set out in this Notice of 2024 AGM will be put to vote by poll.
- In respect of deposited securities, only members whose names appear in the Record of Depositors on 5 June 2024 (General Meeting Record of Depositors) shall be entitled to attend, participate and vote at the 2024 AGM, or to appoint proxy(ies) to attend, participate and vote on their behalf.
- Those forms of proxy which are indicated with "X" in the spaces provided to show how the votes are to be cast will also be accepted. Any alteration in the form of proxy must be initialled.

**Personal data privacy:**

By submitting an instrument appointing proxy(ies) and/or representative(s) to attend, participate and vote at the 2024 AGM and/or any adjournment thereof, a member of the Company:

- consents to the collection, use and disclose of the member's personal data by the Company (or its agents) for the purpose of processing and the administration by the Company (or its agents) of proxies and representatives appointed for the 2024 AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 2024 AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");
- warrants that the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclose of the proxy(ies) and/or representative(s) personal data by the Company for the Purposes; and
- agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the member's breach of warranty.



**CAPE EMS BERHAD**

[Registration No.: 199901026859 (501759-M)]  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE 2024 ANNUAL GENERAL MEETING (“AGM”)**

**Day, Date & Time** : **Wednesday, 12 June 2024 at 10:00 a.m.**  
**Broadcast Venue** : **Tricor Business Centre, Gemilang Room,  
Unit 29-02, Level 29, Tower A,  
Vertical Business Suite, Avenue 3, Bangsar South,  
No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur, Malaysia.**  
**Online Meeting Platform** : **<https://tiih.online> or <https://tiih.com.my>  
(Domain Registration No. with MYNIC: D1A282781)**

**MODE OF MEETING**

In line with the Practice 13.3 of the Malaysian Code on Corporate Governance 2021 (“MCCG”), by conducting a Virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. To adopt best practice of the MCCG, the AGM of Cape EMS Berhad will be conducted virtually through live streaming from the broadcast venue and online remote voting using Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its TIIH Online website at <https://tiih.online>. With the RPV facilities, you may exercise your right as a member of the Company to participate (including posing questions to the Board of Directors and/or Management of the Company) and vote at the Virtual AGM.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) **WILL NOT BE ALLOWED** to physically attend at the Broadcast Venue on the day of the AGM.

**RPV FACILITIES**

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) (collectively, “participate”) and vote remotely at the 2024 AGM using RPV facilities provided by Tricor.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at the 2024 AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

**PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES**

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 2024 AGM using the RPV facilities:

<b>Before the day of the AGM</b>		
	<b>Procedure</b>	<b>Action</b>
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>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.</li></ul>

<b>Before the day of the AGM</b>		
	<b>Procedure</b>	<b>Action</b>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li>Registration is open from Tuesday, 30 April 2024 until the day of 2024 AGM on Wednesday, 12 June 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate at the 2024 AGM using the RPV.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) CAPE EMS BERHAD AGM 2024</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 5 June 2024, the system will send you an <b>e-mail after 10 June 2024 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>On the day of the AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID (i.e. email address) and password for remote participation at the 2024 AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of the AGM on <b>Wednesday, 12 June 2024 at 10:00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) CAPE EMS BERHAD AGM 2024</b>” to engage in the proceedings of the AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting or upload on the company website after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 10:00 a.m. on Wednesday, 12 June 2024 until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) CAPE EMS BERHAD AGM 2024</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the query box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end.</li> </ul>

**Notes to users of the RPV facilities:-**

- Should your registration for the RPV facilities 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 website at <https://tiih.online> on the day of meeting will indicate your presence at the virtual meeting.
- 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.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## Entitlement to Participate and Appointment of Proxy(ies)

- Only shareholders whose names appear on the Record of Depositors as at 5 June 2024 shall be entitled to participate in the 2024 AGM or appoint a proxy(ies) to participate on his/her behalf.
- If a shareholder is unable to participate in the 2024 AGM, he/she may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 2024 AGM yourself, please do not submit any form of proxy for the 2024 AGM. You will not be allowed to participate in the AGM together with a proxy(ies) appointed by you.
- A shareholder who has appointed proxy(ies)/authorised representative(s)/attorney(s) to participate in the 2024 AGM via RPV must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to the “**Procedures for RPV**”.
- Accordingly, forms of proxy and/or documents relating to the appointment of proxy(ies)/corporate representative(s)/attorney(s) for the 2024 AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 10 June 2024 at 10:00 a.m.**:

(i) In Hard Copy Form

By hand or post to the office of the Share Registrar, 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 its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By Electronic Means

Alternatively, the Form of Proxy can be lodged electronically via Tricor’s TIIH Online website at <https://tiih.online> by following the steps as summarised below: -

## PROCEDURES FOR ELECTRONIC SUBMISSION OF FORM OF PROXY

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “<b>e-Services</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password.</li><li>• Select the corporate event: “<b>CAPE EMS BERHAD AGM 2024 – SUBMISSION OF FORM OF PROXY</b>”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li><li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li><li>• Indicate your voting instructions – <b>FOR or AGAINST</b>, otherwise your proxy(ies) will decide on your votes.</li><li>• Review and confirm your proxy(ies) appointment.</li><li>• Print the Form of Proxy for your record.</li></ul>



Procedure	Action
<b>ii. Steps for Corporate or Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>■ Access TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>■ Under e-Services, the authorised or nominated representative of the corporation 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 one (1) to two (2) working days.</li> <li>■ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: 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 our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>■ After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password.</li> <li>■ Select the corporate event: “<b>CAPE EMS BERHAD AGM 2024 - SUBMISSION OF FORM OF PROXY</b>”</li> <li>■ Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>■ Proceed to download the file format for “<b>Submission of Form of Proxy</b>” in accordance with the Guidance Note set therein.</li> <li>■ Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>■ Login to TIIH Online, select corporate event: “<b>CAPE EMS BERHAD AGM 2024 - SUBMISSION OF FORM OF PROXY</b>”.</li> <li>■ Proceed to upload the duly completed proxy appointment file.</li> <li>■ Select “<b>Submit</b>” to complete your submission.</li> <li>■ Print the confirmation report of your submission for your record.</li> </ul>

## POLL VOTING

The voting at the 2024 AGM will be conducted by poll in accordance with Paragraph 8.31A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll voting electronically.

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from **10:00 a.m.** on **Wednesday, 12 June 2024** but before the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to the “**Procedures for RPV**” for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.

Upon completion of the e-voting session for the 2024 AGM, the Independent Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions put to vote were successfully carried or not.

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board prior to the 2024 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 **Monday, 10 June 2024** at **10:00 a.m.** The Board will endeavour to answer the questions received at the AGM.

## NO RECORDING OR PHOTOGRAPHY

Strictly no recording or photography of the 2024 AGM proceedings is allowed.

## NO DOOR GIFT/VOUCHER

There will be no distribution of door gift or voucher for attending the 2024 AGM.

We thank you for your continuous support to the Company.

## ENQUIRIES

If you have any enquiries prior to the 2024 AGM, you may contact the Share Registrar on Mondays to Fridays from 8:30 a.m. to 5:30 p.m. (except on public holidays) at:

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> <i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia		<b>Telephone Number</b>
	General Line	603-2783 9299
	Ashvinder Singh	603-2783 7962 ashvinder.singh@my.tricorglobal.com
	Muhammad Asyran	603-2783 9249 muhammad.asyran@my.tricorglobal.com
	Fax Number	603-2783 9222
	Email	is.enquiry@my.tricorglobal.com

## PERSONAL DATA POLICY

*By submitting an instrument appointing proxy(ies) and/or representative(s) to attend, participate and vote at the 2024 AGM and/or any adjournment thereof, a member of the Company: -*

- (i) consents to the collection, use and disclose of the member's personal data by the Company (or its agents) for the purpose of processing and the administration by the Company (or its agents) of proxies and representatives appointed for the 2024 AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 2024 AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "**Purposes**");*
- (ii) warrants that the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclose of the proxy(ies) and/or representative(s) personal data by the Company for the Purposes; and*
- (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the member's breach of warranty.*