

ADMINISTRATIVE DETAILS

FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”) OF KUB MALAYSIA BERHAD (“KUB” OR “THE COMPANY”)

| | |
|--------------------------------|---|
| DATE | : WEDNESDAY, 28 FEBRUARY 2024 |
| TIME | : 10.00 A.M. |
| ONLINE MEETING PLATFORM | : https://meeting.boardroomlimited.my |
| BROADCAST VENUE | : BOARD ROOM, KUB MALAYSIA BERHAD SUITE A-22-1, LEVEL 22, HAMPSHIRE PLACE OFFICE 157 HAMPSHIRE, NO. 1 JALAN MAYANG SARI 50450 KUALA LUMPUR |

1. VIRTUAL EGM




- (i) The EGM will be conducted on a **virtual** basis through live streaming and online remote voting using the **REMOTE PARTICIPATION AND ELECTRONIC VOTING (“RPEV”)** facilities pursuant to Section 327 of the Companies Act, 2016 (“CA 2016”) and Clause 63(c) of the Constitution of the Company.
- (ii) **No shareholders/proxies shall be physically present at the broadcast venue.** The Meeting is in compliance with Section 327(2) of the CA 2016 which provides that the main venue of the EGM shall be in Malaysia and the chairperson must be present at the main venue of the EGM. The virtual Meeting will enable the shareholders/proxies to participate in the proceedings without the need to be physically present, for the best health practices.
- (iii) The Company will be using the online meeting platform provided by the Company’s share registrar, Boardroom Share Registrars Sdn Bhd at <https://meeting.boardroomlimited.my> (“the Meeting Portal”). With this RPEV facility, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board/Management of the Company) and vote at the comfort of your home.

2. REMOTE PARTICIPATION AND ELECTRONIC VOTING (“RPEV”)

Before you can access the Meeting portal, please follow the steps below to register for the RPEV facilities:

| PROCEDURES | STEPS |
|---|---|
| BEFORE THE DAY OF THE EGM | |
| (1) Register online with Boardroom Smart Investor Portal (‘BSIP’) for Individual and Corporate Shareholder <i>Note:</i> ✓ If you have previously registered with BSIP, you may proceed to Step (2) ✓ BSIP now facilitates the registration of Corporate Shareholders | (Only for first-time BSIP users) a. Access the website https://investor.boardroomlimited.com b. Click ‘ Register ’ to sign up as a user c. Select ‘ Account Type ’ to ‘ Sign Up As Shareholder ’ or ‘ Sign Up As Corporate Holder ’ d. Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder e. Enter a valid mobile number and email address f. You will receive an email from BSIP for email address verification. Click ‘ Verify E-mail Address ’ in the email received to continue with the registration g. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click ‘ Request OTP Code ’ and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click ‘ Enter ’ to complete the process h. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one business day and an email notification will be provided |

| PROCEDURES | STEPS |
|--|---|
| BEFORE THE DAY OF THE EGM | |
| <p>(2) Submit request for remote participation</p> <p><i>Note:</i></p> <p>✓ You must be a registered BSIP user. If not, return to Step (1)</p> | <p>The registration for RPEV facilities will open on Tuesday, 6 February 2024 until such time before the voting session ends at the EGM on Wednesday, 28 February 2024 (“Registration Deadline”)</p> <p>The instrument appointing a proxy must be received latest by Monday, 26 February 2024 at 10.00 a.m (“Proxy Lodgement Deadline”)</p> <p>For Individual and Corporate Shareholders</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Click ‘Meeting Event(s)’ and select from the list of companies – ‘KUB MALAYSIA BERHAD EXTRAORDINARY GENERAL MEETING’ and click ‘Enter’ To attend the virtual EGM remotely <ul style="list-style-type: none"> ✓ Click ‘Register for RPEV’ ✓ Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request To appoint proxy <ul style="list-style-type: none"> ✓ Click ‘Submit eProxy Form’ ✓ For Corporate Shareholder, select the company you would like to represent (if more than one) ✓ Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate ‘Discretionary’ <p>For Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Click ‘Meeting Event(s)’ and select from the list of companies – ‘KUB MALAYSIA BERHAD EXTRAORDINARY GENERAL MEETING’ and click ‘Enter’ Click “Submit eProxy Form” Select the company you would like to represent (if more than one) Proceed to download the file format for ‘Submission of Proxy Form’ Prepare the file for the appointment of proxy(ies) by inserting the required data Proceed to upload the duly completed Proxy Appointment file Review and confirm your proxy(ies) appointment(s) and click ‘Submit’ Download or print the eProxy form as acknowledgement <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required</p> |

| PROCEDURES | | STEPS |
|----------------------------------|-------------------------------------|--|
| BEFORE THE DAY OF THE EGM | | |
| (3) | Verification and email notification | <p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <p>a. An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification</p> <p>b. Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the EGM, i.e. Tuesday, 27 February 2024 either approving or rejecting your request for remote participation</p> <p>c. If your registration is approved, the said email will provide the Meeting ID, User Name and Password for the virtual EGM</p> |
| ON THE DAY OF THE EGM | | |
| (4) | Log in | <p>a. The meeting platform will open for log in on Wednesday, 28 February 2024 at 9.00 a.m., i.e. one hour before the commencement of the EGM</p> <p>b. Click the link provided in the email in Step (3)c to join the virtual EGM. Insert the Meeting ID and sign in with the User Name and Password provided to you via the same email</p> |
| (5) | Participate | <p>a. Please follow the user guides in the email to view the live webcast, submit questions and vote</p> <p>b. To view the live webcast, select the broadcast icon </p> <p>c. To ask a question during the EGM, select the messaging icon . Type your question in the chat box and click the send button to submit</p> |
| (6) | Vote | <p>a. Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session</p> <p>b. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received</p> <p>c. To change your vote, re-select your voting preference</p> <p>d. If you wish to cancel your vote, please press 'Cancel'</p> |
| (7) | End | Upon declaration by the Chairman of the closure of the EGM, the live webcast will end |

3. PROXY

- (i) A shareholder who is entitled to remotely participate and vote at the Meeting is entitled to appoint proxy(ies) to remotely participate and vote in his/her stead. If you are not able to participate in the EGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.
- (ii) The Proxy Form must be deposited to the office of the Company's share registrar, **Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** by hand or by e-mail at bsr.helpdesk@boardroomlimited.com or by fax to **+(603) 7890 4670** or lodge electronically at <https://investor.boardroomlimited.com> not less than **forty-eight (48) hours** before the time for holding the Meeting or any adjournment thereof.
- (iii) You may also opt to submit your Proxy Form via BSIP, which procedures are mentioned above (Step 2).
- (iv) Please do not submit any Proxy Form if you wish to participate in the Meeting yourself. A shareholder will not be allowed to participate if he/she has appointed a proxy.
- (v) If you have submitted the Proxy Form and subsequently decide to participate in the Meeting, please write to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) not less than forty-eight (48) hours before the EGM which is on **Monday, 26 February 2024 at 10.00 a.m.** Your proxy(ies) on revocation would not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

4. VOTING PROCEDURES

- (i) The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting ("E-Voting"). A Scrutineer will be appointed to verify the poll results.
- (ii) The E-Voting may be carried out using personal smart mobile phones, tablets or laptops. There are two (2) methods to access the facilities, namely:
 - Scan the QR Code provided in the email notification; OR
 - Navigate to the website at <https://meeting.boardroomlimited.my>
- (iii) Please note that the above options are available to **(i) Individual Members (ii) Corporate Shareholder (iii) Authorised Nominee** and **(iv) Exempt Authorised Nominee**.
- (iv) You will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
- (v) Shareholders can vote on the resolution at any time from the commencement of the EGM at 10.00 a.m. until the end of the voting session which will be announced by the Chairman of the meeting.
- (vi) Upon completion of the voting session, the Scrutineer will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed or not.

5. PROCEDURES OF THE EGM

- (i) The Login User Guide for participation, posing questions and voting at the EGM will be emailed together with user ID and password once your registration has been approved.
- (ii) No recording or photography of the Meeting proceedings is permitted.
- (iii) Please ensure that you are connected to the internet at all times in order to participate and vote when the EGM has commenced. It is your responsibility to ensure that connectivity for the duration of the Meeting is not interrupted.
- (iv) You will be able to view the Company's presentation or slides via the live webcast.
- (v) The Board will endeavour to respond to all questions related to resolutions within the time available. The question may be submitted via the messaging window two (2) weeks before the EGM.

6. NO DOOR GIFTS OR FOOD VOUCHER

No distribution of door gifts or food vouchers will be given to the shareholders/proxy(ies).

7. ENQUIRY

Kindly contact the following persons during office hour between 8.30 a.m. to 5.30 p.m., Monday to Friday if you have any question on the EGM:

(i) **Group Secretarial Division, KUB Malaysia Berhad**

Telephone: +(603) 2721 9600

Facsimile : +(603) 2721 9610

Azleen binti Abdullah/Norita binti Misra

(ii) **Boardroom Share Registrars Sdn Bhd**

(RPEV registration, proxy lodgement and technical assistance)

Telephone: +(603) 7890 4700

Facsimile : +(603) 7890 4670

E-mail : bsr.helpdesk@boardroomlimited.com