



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)

(Incorporated in Malaysia)

### **ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

**PROPOSED ESTABLISHMENT OF A DIVIDEND REINVESTMENT PLAN (“DRP”), WHICH WILL PROVIDE THE SHAREHOLDERS OF HEXZA WITH AN OPTION TO ELECT, IN WHOLE OR IN PART, TO REINVEST THEIR CASH DIVIDEND AS MAY BE DECLARED BY HEXZA, WHETHER INTERIM, FINAL, SPECIAL OR ANY OTHER TYPES OF CASH DIVIDEND IN NEW ORDINARY SHARES OF HEXZA (“PROPOSED DRP”)**

#### **1. DETAILS OF EGM**

Date	: Saturday, 22 November 2025
Time	: 11.30 a.m. or immediately after the conclusion of the Company's 56th Annual General Meeting, whichever is later
Venue	: Kinta 2, Level 1, Hotel Travelodge Ipoh, Jalan Raja Dihilir, 30350 Ipoh, Perak.

#### **2. ENTITLEMENT TO PARTICIPATE IN THE EGM**

Only members whose names appear on the Record of Depositors as at **12 November 2025** shall be entitled to attend the EGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and may but need not be a member of the Company.

#### **3. LODGEMENT OF FORM OF PROXY**

The appointment of proxy may be made in hard copy form or by electronic form in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding of the EGM or any adjournment Meeting thereof, otherwise, the Form of Proxy shall not be treated as valid:-

(a) In hard copy form

Please deposit your form of proxy at the office of the Poll Administrator, Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”), 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

(b) By electronic means via email or fax

The Form of Proxy can be submitted to Boardroom via email at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com). We do not acknowledge receipt of the form(s) of proxy.

(c) By electronic means through the Share Registrar's website

The procedures to lodge your Form of Proxy electronically via Boardroom Smart Investor Portal (“**BSIP**”) website are summarised below:



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### 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 on eProxy Lodgement.)*

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- b. Go to Boardroom Smart Investor Portal website @ <https://investor.boardroomlimited.com>.
- c. Click **<<Register>>** to sign up for a BSIP account.
- d. Complete registration with all required information. Upload and attached your MyKAD front and back image or Passport in JPEG, PNG or PDF format. For corporate holder, kindly attach the authorisation letter as well. Click **<<Sign Up>>**.
- e. You will receive an e-mail from BSIP Online for e-mail address verification. Click on **<<Verify E-mail Address>>** from the e-mail received to proceed with the registration.
- f. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **<<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.
- g. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- h. An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.

### Step 2 eProxy Lodgement

#### For Individual / Corporate Shareholders

##### To appoint proxy

- (a) Click on **<<Submit eProxy Form>>**.
- (b) Select the company you would like to be represented (if more than one, for Corporate Shareholder).
- (c) Enter your CDS Account Number and number of securities held.
- (d) Select your proxy – either the Chairman of the meeting or individual named proxy(ies).
- (e) Read and accept the General Terms and Conditions by clicking **<<Next>>**.
- (f) Enter the required particulars of your proxy(ies).
- (g) 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**.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click **<<Apply>>**.
- (j) Download or print the eProxy Form as acknowledgement.

**Note for Corporate Shareholder:** *If you are the authorised representative for more than one (1) corporate shareholder, kindly click the home button and select **<<Edit Profile>>** in order to add Company name.*



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### For Authorised Nominee and Exempt Authorised Nominee

- (i) Via BSIP
  - (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera is recommended.
  - (b) Access BSIP website at <https://investor.boardroomlimited.com>.
  - (c) Login with your User ID (registered email address) and password.  
**[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to Step 1 above.]**
  - (d) Select and click on <<Meeting Event>>.
  - (e) Go to "HEXZA CORPORATION BERHAD EXTRAORDINARY GENERAL MEETING" and click <<Enter>>.
  - (f) Click on <<Submit eProxy Form>>.
  - (g) Select the company you would like to be represented (if more than one).
  - (h) Proceed to download the file format for <<Submission of Proxy Form>>.
  - (i) Prepare the file for the appointment of proxy(ies) by inserting the required data.
  - (j) Proceed to upload the duly completed Proxy Appointment file.
  - (k) Review and confirm your proxy(ies) appointment and click <<Submit>>.
  - (l) Download or print the eProxy form as acknowledgement.

**Note:** If you are the authorised representative for more than one (1) authorised nominee / exempt authorised nominee, kindly click the home button and select <<Edit Profile>> in order to add Company name.

### (ii) Via email

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit the request.
- Please provide a copy of corporate representative's or proxy's NRIC (front and back) or Passport as well as his/her email address.

Note: Closing for proxy form submission is at 11.30 a.m. on 20 November 2025 (48 hours before the EGM).

If you wish to participate in the EGM yourself, please do not submit any proxy form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.

## 4. REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or wish to participate in the EGM yourself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the EGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:



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eProxy Form	Hard copy Proxy Form
<ul style="list-style-type: none"><li>➤ Click “<b>Meeting Event</b>” and Enter “HEXZA CORPORATION BERHAD EXTRAORDINARY GENERAL MEETING”</li><li>➤ Go to “<b>Submitted eProxy Form list</b>” and click “<b>View</b>” for the eProxy Form.</li><li>➤ Click “<b>Cancel/Revoke</b>” at the bottom of the eProxy Form.</li><li>➤ Click “<b>Proceed</b>” to confirm.</li></ul>	<p>Please write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.</p>

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the EGM. In such event, you should advise your proxy/proxies accordingly.

### 5. REGISTRATION

- (a) The registration will commence at **8.30 a.m. on Saturday, 22 November 2025** and will remain open until the conclusion of the EGM or such time as may be determined by the Chairman of the Meeting.
- (b) Please present your original National Registration Identity Card (“**NRIC**”) or passport (for non-Malaysian) to the registration staff for verification.
- (c) No person will be allowed to register on behalf of another person, even with the original NRIC or Passport of that person.
- (d) Upon verification and registration:
  - (i) Please sign the Attendance List and an identification wristband will be provided at the registration counter.
  - (ii) If you are attending the EGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
  - (iii) No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement if you lose/misplace the identification wristband.
- (e) After registration, please vacate the registration area immediately and proceed to the meeting hall.
- (f) The registration counter will only handle verification of identity and registration of attendance.
- (g) Helpdesk support is available for any other enquiries/assistance/revocation of proxy’s appointment.

### 6. POLL VOTING

- (a) In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the EGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.



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- (b) The Poll Administrator will be available to brief and/or guide all EGM attendees before commencement of and during the voting process.
- (c) Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration of whether the resolutions are duly passed.

### 7. CIRCULAR TO SHAREHOLDERS

- (a) The Circular to Shareholders in relation to the Proposed DRP ("**Circular**"), Notice of EGM, Proxy Form and Administrative Guide are available on the following websites:
  - (i) <https://www.bursamalaysia.com>
  - (ii) <https://www.hexza.com.my>
- (b) Should you require a printed copy of the Circular, you may submit your request by completing the Requisition Form and returning the same to Boardroom. Alternatively, you may also send your request through the following channels:
  - (i) By email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com); or
  - (ii) By Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>

### 8. RECORDING OR PHOTOGRAPHY

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

### 9. ENQUIRY

If you have any enquiries on the above, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details are as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.

General Line : 603-7890 4700 (Helpdesk)

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

#### **Personal Data Policy**

*By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she 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.*