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## KOSSAN RUBBER INDUSTRIES BHD.

Company No.: 197901003918 (48166-W)

### ADMINISTRATIVE DETAILS FOR THE 44TH ANNUAL GENERAL MEETING (“AGM”)

MEETING PLATFORM	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
DAY AND DATE	: Thursday, 30 May 2024
TIME	: 10.30 a.m.
BROADCAST VENUE	: Training Centre 2nd Floor, Kossan R&D Centre PT 7836, Jalan Haji Abdul Manan/ KU8 Kawasan Perindustrian Meru Selatan 41050 Klang, Selangor Darul Ehsan
MODE OF COMMUNICATION	: Typing text in the Meeting Platform

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#### VIRTUAL AGM

The Company's 44th AGM will be conducted virtually through live streaming from the Broadcast Venue and online remote voting via Remote Participation and Voting (“RPV”) facilities. No shareholders should be physically present at the Broadcast Venue. All shareholder(s)/proxy(ies) are urged to attend the AGM electronically or remotely using the RPV facilities made available to you. The virtual AGM is carried out pursuant to Section 327 of the Companies Act 2016 and Clause 57 of the Company's Constitution.

#### ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear on the Record of Depositors on Friday, 24 May 2024 (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

#### PROXY

1. Shareholders are encouraged to go online, participate, and vote at the 44th AGM using RPV facilities. If you are not able to participate in the AGM, you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form(s).
2. Please take note that you must complete the Proxy Form(s) for the 44th AGM should you wish to appoint proxy(ies).
3. You may download the Proxy Form(s) for the AGM from our website at <https://kossan.com.my/investors/reports.html>.
4. Please ensure that the original Proxy Form is deposited at the Share Registrar's office (Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia) not less than 24 hours before the meeting. We do not acknowledge receipt of the Proxy Form(s).
5. Alternatively, you may deposit your Proxy Form(s) by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal (“BSIP”). Kindly follow the link at <https://investor.boardroomlimited.com> to login and deposit your Proxy Form electronically, 24 hours before the meeting.
6. The Proxy Form(s) that has been deposited at the Share Registrar's office, shall remain valid, unless a new Proxy Form(s) is deposited at the Share Registrar's office which will supersede the previous Proxy Form(s) deposited (if any).

## REVOCATION OF PROXY

If you have submitted your Proxy Form(s) and subsequently decide to appoint another person or wish to participate in the AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy not less than 24 hours before the meeting.

## VOTING PROCEDURE

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
2. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purpose of this AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
4. The appointed Scrutineer will verify the poll result reports upon the closed of the poll session.

## RESULTS OF THE VOTING

The resolutions proposed at the AGM and the results of the voting will be announced at the AGM and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## REGISTRATION FOR REMOTE PARTICIPATION AND VOTING

1. Please note that the RPV is available to:
  - (i) Individual member;
  - (ii) Corporate shareholder;
  - (iii) Authorised nominee; and
  - (iv) Exempt authorised nominee.
2. You will be able to view a live webcast of the AGM proceedings, pose questions to the board, and submit your votes in real-time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for a login ID and password in order for Shareholders to participate in the AGM remotely.

### **BEFORE THE DAY OF AGM**

#### **Step 1 – Register Online with BSIP (for first time registration only)**

*[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2. Submit Request for Remote Participation User ID and Password.]*

- (i) Access website <https://investor.boardroomlimited.com>.
- (ii) Click “**Register**” to sign up as a user. Please select the correct account type i.e. sign up as “**Individual Shareholder**” or “**Corporate Holder**”.
- (iii) Complete registration and upload softcopy of MYKAD / Identification Card (for Malaysian) front and back or Passport (for non-Malaysian).
- (iv) For Corporate Shareholder, kindly upload the authorisation letter as well. Click “**Sign Up**”:
  - a. You will receive an email from Boardroom Share Registrars Sdn Bhd (“BSR”) for email address verification. Click “**Verify Email Address**” from the email received to continue with the registration.
  - b. 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.
  - c. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.

## Step 2 – Submit Request for Remote Participation User ID and Password

*[Note: The registration for remote access will be opened on 25 April 2024 (Date of the Notice of AGM)]*

- **Individual Member**
  - (i) Login to <https://investor.boardroomlimited.com> using your user ID and password above.
  - (ii) Select “**KOSSAN RUBBER INDUSTRIES BHD 44TH ANNUAL GENERAL MEETING**” from the list of Meeting Event and click “**Enter**”.
  - (iii) Enter your CDS account number.
  - (iv) Read and agree to the terms and conditions and thereafter submit your request.

- **Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee**

### Via Email

- i) Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee need to deposit the original proxy form to BSR and write in to BSR at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of the Corporate Shareholder Member and CDS account number, accompanied with the certificate of appointment of a corporate representative or Form of Proxy (as the case may be) to submit the request.
- ii) Please provide a copy of the corporate representative or proxy's MyKad / Identification Card (front and back) or passport in JPEG, PNG or PDF format as well as his/her email address.

### Via BSIP

- i) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
  - ii) Select “**KOSSAN RUBBER INDUSTRIES BHD 44TH ANNUAL GENERAL MEETING**” from the list of Meeting Event and click “**Enter**”.
  - iii) Click on “**Submit eProxy Form**”.
  - iv) Select the company you would like to represent.
  - v) Proceed to download the file format for “**Submission of Proxy Form**” from BSIP.
  - vi) Prepare the file for the appointment of proxies by inserting the required data.
  - vii) Proceed to upload the duly completed proxy appointment file.
  - viii) Review and confirm your proxy appointment and click “**Submit**”.
  - ix) Download or print the eProxy form as acknowledgement.
- a. You will receive a notification from BSR that your request has been received and is being verified.
  - b. Upon system verification against the General Meeting Record of Depositors, you will receive an email from BSR either approving or rejecting your registration for remote participation.
  - c. You will also receive your remote access user ID and password along with the e-mail from BSR if your registration is approved.
  - d. Please note that the closing time to submit your request is at **10.30 a.m. on Wednesday, 29 May 2024** (24 hours before the AGM).

## **ON THE DAY OF AGM**

### **Step 3 – Login to Virtual Meeting Portal**

*[Please note that the quality of the connectivity to virtual meeting portal for live streaming as well as for online remote voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- (i) The virtual meeting portal will be open for login starting from **9.30 a.m. Thursday, 30 May 2024**, one (1) hour before the commencement of the AGM.
- (ii) 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)
- (iii) The steps will also guide you on how to view live web cast, pose questions and vote.
- (iv) The live streaming will end and the messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the AGM.
- (v) You can now logout from the virtual meeting portal.

## INTEGRATED ANNUAL REPORT 2023

The following documents are available at the Company's website: <https://kossan.com.my/investors/reports.html>.

- (a) Integrated Annual Report ("IAR") 2023;
- (b) Notice of the 44th AGM;
- (c) Proxy Form;
- (d) Circular to Shareholders on the Proposed Renewal of and New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed Renewal of Share Buy-Back Authority; and
- (e) Administrative Details for the 44th AGM.

Should you require a printed copy of the IAR 2023, you may request through BSIP at <https://investor.boardroomlimited.com> and select "**Request for Annual Report**" under the "**Investor Services**". The IAR 2023 will be mailed to you as soon as reasonably practicable after the receipt of your request.

## NO SCREENSHOT, RECORDING OR PHOTOGRAPHY

No screenshot, recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

## VIRTUAL DOOR GIFT

- 1. Shareholders/proxies/corporate representatives who had participated and casted their vote during the AGM are entitled for a set of Virtual Door Gift.
- 2. An individual who is a shareholder, proxy and/or corporate representative is only entitled to one (1) Virtual Door Gift. The Virtual Door Gift can only be redeemed once.
- 3. Notification on the Virtual Door Gift together with the terms and conditions shall be provided to the eligible shareholders, proxies and/or corporate representatives via email after the AGM.

## ENQUIRIES FOR AGM

- 1. If you have any enquiry relating to the Online Registration, RPV facilities and Proxy Form, please contact Boardroom Share Registrars Sdn. Bhd.:

Tel (Help Desk) : +603 - 7890 4700  
Fax : +603 - 7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

- 2. If you have any enquiry relating to the AGM Administrative Details, please contact our Secretarial Department during office hours:

Person in Charge : Flora Sii / Jocelyn Ho  
Tel : +603 - 3291 2657  
Email : [secretarial@kossan.com.my](mailto:secretarial@kossan.com.my)