



## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

It is our pleasure to inform that the Fourteenth Annual General Meeting ("**14<sup>th</sup> AGM**") of Tune Protect Group Berhad ("**Tune Protect**" of "**the Company**") will be held on a physical mode as set out below:

Meeting	:	<b>Tune Protect 14<sup>th</sup> AGM</b>
Day / Date	:	<b>Tuesday, 24<sup>th</sup> June 2025</b>
Time	:	<b>10.00 a.m.</b>
Main Venue	:	The Vertical, Connexion Conference & Event Centre, Summit 1 Ballroom (Level M1), Bangsar South City, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

The Main Venue is in Malaysia where the Chairman of the Meeting will be present in person in accordance with Section 372(2) of the Companies Act, 2016.

### **REGISTRATION**

1. Registration will commence from 8.00 a.m. and will remain open until the conclusion or adjournment of the 14<sup>th</sup> AGM or until such time as may be determined by the Chairman of the meeting.
2. Please read the signage to ascertain the designated registration area for the meeting and to proceed to join the queue in an orderly manner.
3. Please present your ORIGINAL National Registration Identification Card ("NRIC") or Passport (for foreigners) to the Share Registrar staff during registration for verification and collect it thereafter. Please note that registration on behalf of another individual is strictly prohibited, even if the original NRIC or Passport of the other individual is provided.
4. An identification wristband will be given upon registration and verification. Please ensure that you wear the identification wristband for voting purpose.
5. Admission to the meeting hall will be restricted to individuals wearing wristbands. Participants attending as both shareholders and proxies will be issued only one (1) identification wristband. Please note that replacement wristbands will not be provided under any circumstances.

### **SEATING ARRANGEMENTS**

1. Entry to the AGM hall will be allowed from 9:30 a.m. onwards.
2. Seating will be on a free seating basis, with the exception of a few rows reserved for key management and invited guests.

### **TUNE PROTECT GROUP BERHAD**

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Level 9, Wisma Capital A, No. 19, Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur, Malaysia

T: +603 2056 6200 W: tuneprotect.com





3. All attendees are kindly requested to be seated at least five (5) minutes prior to the commencement of the 14<sup>th</sup> AGM.

### **VOTING ARRANGEMENTS**

1. Voting at the 14<sup>th</sup> AGM will be conducted electronically ("e-voting") via personal mobile devices. Attendees are required to ensure their personal mobile devices are connected to their own mobile data networks throughout the session.
2. The appointed Poll Administrator will brief and/or guide shareholders on the voting procedures prior to and during the voting process.
3. The Poll Administrator will oversee the polling process, while the Independent Scrutineer will verify the poll results.

### **TRAVEL ARRANGEMENTS**

1. You are encouraged to use public transport to go to the Meeting Venue, due to the limited parking availability. It is recommended to use the Kelana Jaya LRT line to take the LRT to Kerinchi LRT Station, followed by an 8-10 minute walk to the Connexion Conference & Event Centre via the Kerinchi Link Bridge.
2. If you plan to drive to the Meeting Venue, indoor parking is available within Connexion Conference & Event Centre @ The Vertical. For direct access to the Meeting Venue, attendees are advised to park at Level LG or B1, subject to availability. Please note that Level B2 to B8 are designated for season parking only.
3. You are entitled to complimentary parking upon validation at the counter situated in the ballroom foyer. Please be informed that only cashless payment methods such as Touch 'n Go, credit or debit card are accepted upon entry. Kindly ensure you bring your card for validation when entering the hall.

### **ELIGIBILITY TO ATTEND, SPEAK AND VOTE BASED ON THE RECORD OF DEPOSITORS**

Only shareholders whose names appear on the Record of Depositors as of **17 June 2025** shall be entitled to attend or to appoint proxy(ies) to attend and/or vote on his/her behalf.

### **PRE-MEETING SUBMISSION OF QUESTIONS**

In order to enhance the efficiency of the proceedings of the 14<sup>th</sup> AGM, shareholders may in advance, before the 14<sup>th</sup> AGM, submit questions via Tricor's TIIH Online website at <https://tiih.online>. Questions may be submitted from **Wednesday, 30 April 2025 at 10:00 a.m. to Sunday, 22 June 2025 at 10.00 a.m.** The Board or Management of the Company will endeavour to address the questions received at the 14<sup>th</sup> AGM. Questions that are unaddressed due to time constraint, would be posted on the corporate website as soon as practicable.

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The procedures are summarised as below:

	Procedure	Action
<b><u>BEFORE THE AGM DAY</u></b>		
(a)	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://tiah.online">https://tiah.online</a>. Register as a user under the "e-Services" select "<b>Create Account by Individual Holder</b>". Please do 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.</li> </ul>
(b)	Login and pose questions	<ul style="list-style-type: none"> <li>Login with your user ID and password and select the corporate event: "<b>(REGISTRATION) TUNE PROTECT 14TH AGM</b>".</li> <li>Click the "Submit Question" button to submit your questions accordingly.</li> </ul>

#### **APPOINTMENT OF PROXY(IES)/CORPORATE REPRESENTATIVE(S)/ATTORNEY(S)**

- The AGM will be conducted as a physical meeting. If you are a Member of the Company as of 17 June 2025 and are unable to attend the AGM on Tuesday, 24 June 2025, you are entitled to appoint up to two (2) proxies or the Chairman of the meeting to attend and vote on your behalf.
- Accordingly, the Form of Proxy and/or document pertaining to the appointment of proxy(ies), corporate representative(s) or attorney(s) for the AGM, whether in hard copy or by electronic means, must be deposited or submitted in the following manner no later than forty-eight (48) hours prior to the commencement of the AGM or no later than **Sunday, 22 June 2025 at 10.00 a.m.**. Failure to adhere to this deadline will render the Form of Proxy invalid.

##### **(i) In Hard Copy:**

By hand or via post to the Registered Office of the Company located at Level 9, Wisma Capital A, No. 19, Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur, Malaysia.

##### **(ii) By Electronic Form:**

All members have the option to submit the Form of Proxy electronically via TIIH Online. The submission process is outlined in the steps below:

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Procedure		Action
<b>i. Steps for Individual Members</b>		
(a)	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 "e-Services" select <b>"Create Account by Individual Holder"</b>. Please do 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.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of AGM by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: <b>"TUNE PROTECT 14TH AGM – Submission of Proxy Form"</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 of the meeting as your proxy.</li> <li>Indicate your voting instructions for the resolutions that are tabled for voting – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print Form of Proxy for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH online 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 member 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> </ul>

Procedure		Action
		<ul style="list-style-type: none"> <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 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 Tricor if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate event: <b>"TUNE PROTECT 14TH AGM – Submission of Proxy Form"</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" 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>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

### **REVOCATION OF PROXY**

- If you have submitted your proxy form prior to the meeting but later decide to attend the 14<sup>th</sup> AGM in person, please email your request to [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com) to revoke the appointment of your proxy(ies) no later than forty-eight (48) hours prior to the commencement of the AGM or no later than **Sunday, 22 June 2025 at 10.00 a.m.**
- A proxy may also be revoked by any of the following:
  - Attendance of the appointer at the AGM and exercising his/her voting rights at the 14<sup>th</sup> AGM
  - Transfer of shares by the appointer
  - Appointment of new proxy by submitting a new Proxy form in favour of another person by 22 June 2025 at 10:00 a.m.
  - A written notice of revocation of the Proxy Form is submitted by 22 June 2025 at 10:00 a.m

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### **REFRESHMENT AND DOOR GIFT**

1. All shareholders, proxies, and corporate representatives attending the 14<sup>th</sup> AGM will be entitled to refreshments and a door gift of complimentary three (3) months Personal Accident (“**PA**”) coverage, with a sum insured of up to RM50,000. The PA coverage will be granted one month after the AGM date, based on the recorded attendance, with the backend processing handled by the Company. The terms and conditions of the PA product will be available on the Company’s website under the Investor Relations page.
2. Meal voucher and door gift will be provided in the following manner:
  - (a) Each shareholder attending in person is entitled to one (1) meal voucher and one (1) door gift.
  - (b) A shareholder who has been appointed as a proxy by another shareholder is entitled to one (1) meal voucher and one (1) door gift only.
  - (c) If a shareholder appoints more than one (1) proxy, each registered proxy stated in the Proxy Form will be entitled to one (1) meal voucher and one (1) door gift.
  - (d) If a proxy represents more than one (1) shareholder, he/she is entitled to one (1) meal voucher and one (1) door gift only.
3. Meal vouchers will be provided upon successful registration (subject to first come first served basis). Please redeem the meal using the voucher, each meal can be redeemed once per voucher, during the AGM only.
4. If a proxy has redeemed the meal, the shareholder who registers afterward will not be entitled to receive a meal.
5. If you lose your meal voucher, you will not be entitled to a replacement.
6. No food or beverages are allowed in the Summit 1 Ballroom. Meals may be consumed in the designated dining areas at the Summit 2 Ballroom.

### **RECORDING OR PHOTOGRAPHY**

1. Please ensure that all mobile devices are switched off or set on silent mode during the AGM to ensure smooth and uninterrupted proceedings.
2. Recording or photography of the proceedings of the Fourteenth AGM is strictly prohibited.

### **ANNUAL REPORT 2024**

1. In support of the Company’s commitment to its zero paper environmental pledge, shareholders are encouraged to go digital by opting for the softcopy Annual Report which is available on our website at <https://www.tuneprotect.com/my/corporate/group/investor-relations/reports-presentations/>. It is also accessible via Bursa Malaysia’s website under “Company Announcements”.

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2. There will be **no distribution** of the 2024 Integrated Annual Report during the meeting. Printed copies will only be sent to shareholders upon request by contacting our Share Registrar, Boardroom Share Registrars Sdn Bhd ("BSR") via telephone or email provided below. Kindly indicate your name, NRIC/passport/company number, CDS account number, mailing address and contact number when making a request.

BSR Helpdesk : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)  
Telephone No. : +603 7890 4700

### **COMMUNICATION GUIDE**

Shareholders are reminded to regularly check the Company's website and announcements at <https://www.tuneprotect.com/> and monitor any related announcements for updates regarding the AGM arrangements.

### **ENQUIRIES**

Should you have any enquiries, please contact the following officers during office hours from 9.00 a.m. to 5.30 p.m. (Monday to Friday):

#### **AGM administrative related matters : Tricor Investor & Issuing House Services Sdn Bhd**

Telephone/Email : +603 2783 9299 / [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)  
Mr. Asyraf Zaini : +603 2783 9244  
Mr. Jake Too : +603 2783 9285  
Mr. Aiman Nuri : +603 2783 9262

#### **Depository of documents at the Registered Office: Tune Protect Group Berhad**

Telephone : +603 2056 6200

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