



KENANGA INVESTMENT BANK BERHAD
Company Registration No. 197301002193 (15678-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR THE FIFTY-FIRST (51ST) ANNUAL GENERAL MEETING (“51ST AGM”)

Date : Thursday, 29 May 2025
Time : 11.00 a.m.
Venue : The Grand Ballroom, InterContinental Kuala Lumpur, 165 Jalan Ampang, 50450 Kuala Lumpur, Wilayah Persekutuan, Malaysia

REGISTRATION

1. Registration will start at **8.00 a.m.** and will remain open until conclusion of the AGM or until such time as may be determined by the Chairman of the Meeting. Shareholders/ Proxies/ Corporate Representatives are kindly requested to be punctual.
2. Please read the signages placed around the foyer of the Grand Ballroom as to where you should register yourself for the AGM and join the queue accordingly.
3. Please produce your **ORIGINAL MyKad or Passport (for foreigners)** at the registration counters for verification and ensure that it is returned to you thereafter. **No photocopy of MyKad or Passport will be accepted.**

Admission to the Grand Ballroom will be at **10.30 a.m.**

4. After verification and registration, you will be given an identification wristband. A special QR code will be generated for Shareholders/ Proxies/ Corporate Representatives to scan and access to the e-polling system using own smartphone/ tablet.
5. If you are attending the AGM as a Shareholder and Proxy, you will only need to register once and will be given only one (1) wristband for admission to the Grand Ballroom. No one will be allowed to enter the Grand Ballroom without wearing the identification wristband.

No replacement will be given in the event that you lose or misplace the identification wristband.

6. Please note that you will not be allowed to register on behalf of another person, even with the original MyKad or Passport of that other person.

ENTITLEMENT TO ATTEND, SPEAK AND VOTE AT THE AGM

7. For the purpose of determining the Shareholders who shall be entitled to attend the 51st AGM, the Company will be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors (“**ROD**”) as at 22 May 2025, in accordance with Clause 60 of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991. Only Shareholders whose name appear in the ROD as at 22 May 2025 shall be entitled to attend the 51st AGM or appoint proxy(ies) to attend, speak and/ or vote on his/ her behalf.

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PARKING

8. Parking will be made available at InterContinental Kuala Lumpur (“**InterContinental**”) on a first-come, first-served basis. Please bring your parking ticket, Touch ‘n Go or credit/ debit card for validation at the counter located outside the Grand Ballroom. By validating the parking ticket, Touch ‘n Go or credit/ debit card, no charges will be imposed for parking.
9. Please note that the Company will **NOT** provide cash reimbursements for parking/ travelling charges incurred by Shareholders/ Proxies/ Corporate Representatives who park their vehicles at other car parks, or use of valet parking services at InterContinental or use other modes of transportation to the meeting venue.

HELPDESK

10. The registration counters will only handle verification of shareholdings and registration. If you have any other queries or need clarification, please proceed to the Helpdesk.
11. The Helpdesk will also handle the revocation of appointment of proxy.

PROXY AND PROXY FORM

12. In accordance with the Company's Constitution, Shareholders are entitled to vote at the AGM either personally, electronically or by Proxies.
13. If a Shareholder is unable to attend the AGM, he/ she can appoint another person or the Chairman of the Meeting as his/ her proxy and indicate the voting instruction in the Proxy Form.
14. If you wish to attend the AGM personally, please do not submit any Proxy Form for the AGM.
15. If you have submitted your Proxy Form prior to the AGM and subsequently decided to attend the AGM personally, please contact Boardroom or proceed to the Helpdesk to revoke the appointment of your Proxy and register yourself, **no later than 11.00 a.m. on Wednesday, 28 May 2025.**
16. The Proxy Form can be lodged in either one (1) of the following manners:

a. **Hardcopy Lodgement**

The hardcopy Proxy Form must be deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd (“**Boardroom**”) at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or a scanned copy of the Proxy Form can be emailed to BSR.Helpdesk@boardroomlimited.com or faxed to 03-7890 4670, **no later than 11.00 a.m. on Wednesday, 28 May 2025.**

b. **e-Lodgement**

For the convenience of Shareholders, the Company also offers an alternative mode of submission of Proxy Form, i.e. by electronic means via Boardroom Smart Investor Portal (“**BSIP**”). Upon successful submission, you will not be required to submit a physical copy of the Proxy Form to Boardroom's office or email the same to BSR.Helpdesk@boardroomlimited.com.

The steps for e-Proxy Lodgement are provided overleaf.

Step 1	<p>Shareholders to sign up with BSIP by following the instructions given below.</p> <p>Register Online with BSIP (for first time registration only)</p> <ol style="list-style-type: none"> Access BSIP website at https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”. Complete registration and upload softcopy of your MyKAD (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, kindly upload the authorisation letter as well. Click “Sign Up”. You will receive an email from Boardroom for email address verification. Click “Verify Email Address” from the email received to continue with the registration. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “Request One-Time Password (“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. Your registration will be verified and approved within one (1) business day and an email notification will be sent to you. <p>Note: <i>If you have already signed up with BSIP, you are not required to register again. Please proceed to Step 2.</i></p>
Step 2	<p>To proceed with the E-Proxy Lodgement, please follow the following instructions:</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your User ID and Password obtained from Step 1 above. Select “KENANGA INVESTMENT BANK BERHAD 51ST ANNUAL GENERAL MEETING” from the list of Meeting Event(s) and click “Enter”. Click on “Submit eProxy Form”. Read and accept the General Terms and Conditions by clicking “Next”. Enter your CDS Account Number and the total number of shares held. Select your Proxy i.e. either “The Chairman of the Meeting” or “individual named Proxy(ies)” and enter the required particulars for your Proxy(ies). Indicate your voting instructions i.e. ‘FOR’ or ‘AGAINST’ or ‘ABSTAIN’. If you wish to have your Proxy(ies) to act upon his/ her discretion, please indicate ‘DISCRETIONARY’. Review and confirm your Proxy(ies) appointment. Click ‘APPLY’. Download or print the e-Proxy Form Acknowledgement for your record.

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VOTING PROCEDURE

17. In accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the AGM will be conducted by poll. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (“**e-Voting**”) and Boardroom Corporate Services Sdn Bhd as the Scrutineers to verify the poll results.
18. During the 51st AGM, the Chairman will invite the Poll Administrator to brief the Shareholders/ Proxies/ Corporate Representatives on using smartphone or tablet (voting device). e-Voting for each of the resolutions as set out in the Notice of the 51st AGM will commence from the start of the meeting at **11.00 a.m. on 29 May 2025**.

Alternatively, the Shareholders/ Proxies/ Corporate Representatives may also vote at the e-Voting kiosks set up for the purpose of conducting the poll using Boardroom’s e-Voting system located at the back of the Grand Ballroom, upon conclusion of the deliberations of all businesses transacted at the AGM. Each e-Voting kiosk will be equipped with a terminal and a barcode reader to scan the barcoded wristband.

19. The whole polling process for the AGM is expected to be concluded in thirty (30) minutes. Thereafter, the AGM will resume for the declaration of the poll results by the Chairman.
20. The Chairman will declare the result of the polling upon completion of the polling for each resolution.

REFRESHMENT

21. Breakfast and lunch bento will be provided for those who attend the meeting physically.
22. No Door Gifts will be distributed to Shareholders/ Proxies/ Corporate Representatives attending the 51st AGM.

SUBMISSION OF QUESTIONS FOR 51ST AGM

23. Prior to the AGM

Shareholders/ Proxies/ Corporate Representatives may submit their questions electronically before the AGM by logging in to BSIP website at <https://investor.boardroomlimited.com> commencing from **Wednesday, 30 April 2025** and in any event, not later than **11.00 a.m. on Tuesday, 27 May 2025**. To submit your question, click ‘**Submit Question**’ after selecting ‘**KENANGA INVESTMENT BANK BERHAD 51ST ANNUAL GENERAL MEETING**’ from ‘**Meeting Event**’.

24. During the AGM

Shareholders/ Proxies/ Corporate Representatives may ask questions at the meeting venue during the AGM. The Chairman/ Board of Directors/ Senior Management of the Company will endeavour to address them.

2024 INTEGRATED ANNUAL REPORT AND OTHER DOCUMENTS

25. As part of our commitment towards green environment, we would encourage you to download the following documents from the Company's website at <https://www.kenanga.com.my/investor-relations/AGM2025>:

- a. 2024 Integrated Annual Report;
- b. Corporate Governance Report for the Financial Year Ended 31 December 2024;
- c. Notice of the 51st AGM, Statement Accompanying the Notice of AGM and Proxy Form;
- d. Administrative Guide;
- e. 2024 Sustainability Report; and
- f. Share Buy-Back Statement.

However, you may request for a printed copy of the Company's 2024 Integrated Annual Report or any of the above documents from the following contact persons during office hours (8.30 a.m. to 5.30 p.m.) from Mondays to Fridays:

Ms. Violet Hoe
 Telephone No. : +603-2172 2872
 Fax No. : +603-2172 2999
 E-mail : violet@kenanga.com.my

Encik Muhammad Hafidz Kamaruddin
 Telephone No. : +603-2172 2876
 Fax No. : +603-2172 2999
 E-mail : hafidz@kenanga.com.my

Upon receipt of your request, the document(s) shall be sent to you by ordinary post as soon as reasonably practicable from the date of receipt of your request.

ENQUIRIES

26. If you have any enquiry relating to the AGM, please contact the following persons during office hours (8.30 a.m. to 5.30 p.m.) from Mondays to Fridays:

- a. **Kenanga Investment Bank Berhad**
 - AGM Matters

- i. Puan Norliza Abd Samad (Tel: +603-2172 2868)
- ii. Ms. Chong Yuke Hua (Tel: +603-2172 2869)
- iii. Ms. Stella Loh (Tel: +603-2172 0853)
- iv. Puan Mariatul Haidar Ismail (Tel: +603-2172 2870)
- v. Ms. Loke Yeen Theng (Tel: +603-2172 2871)

- b. **Boardroom Share Registrars Sdn Bhd**
 - AGM Matters
 - Client Management

Tel: +603-7890 4700
 Fax: +603-7890 4670
 E-mail: BSR.Helpdesk@boardroomlimited.com

