



# ADMINISTRATIVE GUIDE FOR THE TWENTY-SIXTH ANNUAL GENERAL MEETING (“26<sup>TH</sup> AGM”)

This guide provides information and procedures for shareholders attending or participating in the 26<sup>th</sup> AGM of Axteria Group Berhad.

## Meeting Details:

**Date** : Friday, 30 May 2025  
**Time** : 10:00 a.m.  
**Venue** : Event Hall, Daiman 18 Golf Club, No. 18, Jalan Pesona, Taman Johor Jaya, 81100 Johor Bahru, Johor Darul Takzim.

## 1. REGISTRATION ON THE DAY OF THE AGM

- 1.1 Registration will commence at **10:00 a.m.** and will remain open until the conclusion of the 26<sup>th</sup> AGM or as determined by the Chairman of the meeting.
- 1.2 Upon arrival, please present your original National Registration Identity Card (NRIC) or Passport (for non-Malaysian shareholders) to the registration staff for verification.
- 1.3 Following successful verification, you will be issued an identification wristband, which is required for voting purposes. Entry to the meeting hall will not be permitted without this wristband. Please note that lost or misplaced wristbands will not be replaced.
- 1.4 Registration must be completed in person. No registration on behalf of another individual will be allowed, even with the original identification document.
- 1.5 The registration counter will handle identity verification, registration, and the processing of proxy appointments or revocations.

## 2. CORPORATE MEMBERS

- 2.1 Corporate members intending to appoint corporate representatives (instead of proxies) are required to lodge their original certificate of appointment of corporate representative with Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) before the 26<sup>th</sup> AGM, or present the original certificate at the registration counter on the day of the AGM.

Attorney appointed under a power of attorney must deposit the original power of attorney with Tricor no later than 10:00 a.m. on Thursday, 29 May 2025, to be eligible to attend and vote at the 26<sup>th</sup> AGM.

## 3. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

- 3.1 Only shareholders whose names appear on the Record of Depositors as at 23 May 2025 are entitled to participate in the 26<sup>th</sup> AGM or to appoint proxy(ies) and/or the Chairman of the meeting to attend and vote on their behalf.
- 3.2 Shareholders who are unable to attend the 26<sup>th</sup> AGM may appoint the Chairman of the meeting as their proxy by indicating their voting instructions in the Form of Proxy.
- 3.3 Shareholders who wish to attend and participate in the 26<sup>th</sup> AGM personally should not submit a Form of Proxy. Shareholders attending in person will not be permitted to participate if a proxy has also been appointed on their behalf.
- 3.4 The appointment of a proxy may be made in hardcopy form or by electronic means, and must be received by the Company **no later than 10:00 a.m. on Thursday, 29 May 2025**, or in case of an adjourned general meeting, by the time of the adjourned meeting at which the appointed proxy intends to vote. **Otherwise, the Forms of Proxy will not be considered valid.**

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(i) Hardcopy Submission

Completed Forms of Proxy can be submitted by hand or by post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or placed in the designated drop box located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By Electronic means

Shareholders have the option to submit Form of Proxy electronically via the TIIH Online platform. The steps for submission are outlined below:

Procedures	Actions
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Please visit <a href="https://tiih.online">https://tiih.online</a> using your computer and register as a user under the “e-Services Login” section.</li> <li>• Refer to the tutorial guide on the homepage for detailed instructions.</li> <li>• If you are already a registered TIIH Online user, this step is not required.</li> </ul>
Submit your Form of Proxy	<ul style="list-style-type: none"> <li>• Upon release the Notice of Meeting by the Company, log in using your email address (as the user ID) and password.</li> <li>• Once logged in, locate and select the corporate event labeled as <b>“AXTERIA GROUP BERHAD 26<sup>TH</sup> AGM - Submission of Proxy Form”</b>.</li> <li>• Read the Terms and Conditions carefully and confirm your agreement to the Declaration.</li> <li>• Enter your Central Depository System (CDS) account number and indicate the number of shares your proxy(ies) is authorised to vote on your behalf.</li> <li>• You may appoint one or more individuals as your proxy(ies) by providing the required details, or alternatively, appoint the Chairman of the meeting as your proxy.</li> <li>• For each resolution, indicate your voting instruction by selecting either “FOR” or “AGAINST”. If no voting instructions is given, your proxy(ies) may vote at their discretion.</li> <li>• Review your proxy appointment details and voting instructions thoroughly before confirming your submission.</li> <li>• After successful submission, print a copy of the completed form of proxy for your records.</li> </ul>
<b>ii. Steps for corporate or institutional shareholders</b>	
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 Login”, the authorised or nominated representative of the corporate or institutional shareholder should select <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Your registration will be verified, and you will be notified via email within one (1) to two (2) working days.</li> <li>• Once received, activate your account using the temporary password provided in the email, and set a new password.</li> </ul> <p>Note: The representative of a corporate or institutional shareholder must complete the user registration as outlined above before they can proceed with electronic proxy submission on behalf the corporate holder. Please contact our Share Registrar if you need clarifications on the registration process.</p>



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Procedures	Actions
<b>ii. Steps for corporate or institutional shareholders (cont'd)</b>	
Submit your Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>• Select the corporate event: “<b>AXTERIA GROUP BERHAD 26<sup>th</sup> AGM: Submission of Proxy Form</b>”</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Download the prescribed file format for “Submission of Proxy Form” in accordance with the Guidance Note provided.</li> <li>• Prepare the proxy appointment file by inserting all required information.</li> <li>• Return to TIH Online, select the corporate event: “<b>AXTERIA GROUP BERHAD 26<sup>th</sup> AGM - Submission of Proxy Form</b>”, and upload the duly completed proxy appointment file.</li> <li>• Click “Submit” to complete your submission.</li> <li>• Print the confirmation report of for your records.</li> </ul>

#### 4. POLL VOTING

The voting at the 26<sup>th</sup> AGM will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to facilitate the polling process.

Upon the conclusion of the voting session, the appointed Scrutineers will verify the poll results, after which the Chairman will announce whether the resolutions have been duly passed.

#### 5. NO DISTRIBUTION OF DOOR GIFTS OR VOUCHERS

There will be no distribution of door gifts or vouchers in connection with the 26<sup>th</sup> AGM.

#### 6. RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 26<sup>th</sup> AGM is strictly prohibited.

#### 7. ENQUIRY

If you have any enquiries regarding the 26<sup>th</sup> AGM, please contact the following persons during office hours, Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):

##### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299  
 Fax Number : +603-2783 9222  
 Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)  
 Contact persons : Mr. Mohammad Amirul Iskandar  
 +603-2783 9279 ([mohammad.amirul@vistra.com](mailto:mohammad.amirul@vistra.com))  
 Mr. Syafiqul Hafidz  
 +603-2783 9024 ([syafiqul.hafidz@vistra.com](mailto:syafiqul.hafidz@vistra.com))