

# ADMINISTRATIVE GUIDE FOR THE TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27<sup>TH</sup> AGM”)

This guide provides information and procedures for shareholders attending or participating in the 27<sup>th</sup> AGM of Asteria Group Berhad.

## Meeting Details:

**Day & Date** : **Tuesday, 26 May 2026**  
**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 **9:00 a.m.** and will remain open until the conclusion of the 27<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 27<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 Monday, 25 May 2026**, to be eligible to attend and vote at the 27<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 **19 May 2026** are entitled to participate in the 27<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 27<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 27<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 Monday, 25 May 2026**, 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.**
  - (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 Unit G-3, 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 Vistra Share Registry & IPO (MY) portal. The steps for submission are outlined below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User at The Portal	<ol style="list-style-type: none"> <li>1. Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>2. Click "Register" and select "Individual Holder" and complete the New User Registration Form.</li> <li>3. For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>4. Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>6. Once you receive the confirmation, activate your account by creating your password.</li> </ol>
<i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i>	

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(CONT'D)

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Proceed with submission of proxy form	<ol style="list-style-type: none"> <li>1. After the release of the Notice of Meeting by the Company, login with your email address and password.</li> <li>2. Select the corporate event: “<b>AXTERIA GROUP BERHAD 27<sup>TH</sup> AGM</b>”.</li> <li>3. Navigate to the 3 dots at the end of the corporate event and choose “<b>SUBMISSION OF PROXY FORM</b>”.</li> <li>4. Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf.</li> <li>6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN.</li> <li>8. Print the proxy form for your record.</li> </ol>
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
Register as a User at The Portal	<ol style="list-style-type: none"> <li>1. Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form.</li> <li>3. Complete the registration form with your personal details.</li> <li>4. Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.</li> <li>6. Once you receive the confirmation, activate your account by creating your password.</li> </ol> <p><i>Note: The representative of a corporation or institutional shareholder 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>
Proceed with submission of proxy form	<ol style="list-style-type: none"> <li>1. Login to <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>2. Select the corporate event: “<b>AXTERIA GROUP BERHAD 27<sup>TH</sup> AGM</b>”.</li> <li>3. Navigate to the icon “&gt;” at the end of the corporate event.</li> <li>4. Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>5. Select the corporate holder’s name.</li> <li>6. Proceed to download the submission file.</li> <li>7. Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>8. Proceed to upload the duly completed proxy appointment file.</li> <li>9. Select “<b>Confirm</b>” to complete your submission.</li> <li>10. Print the confirmation report of your submission for your record.</li> </ol>

#### 4. POLL VOTING

The voting at the 27<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 27<sup>th</sup> AGM.

#### 6. RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 27<sup>th</sup> AGM is strictly prohibited.

#### 7. ENQUIRY

If you have any enquiries regarding the 27<sup>th</sup> AGM, please contact the following persons during office hours, Mondays to Fridays from 8:30 a.m. to 5:30 p.m. (except on public holidays):

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

General Line : +603-2783 9299  
 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 ([syafiqulhafidz@vistra.com](mailto:syafiqulhafidz@vistra.com))