



SUMISAUJANA GROUP BERHAD
Registration No.: 202101023259 (1423559-T)

ADMINISTRATIVE GUIDE FOR THE SECOND ANNUAL GENERAL MEETING (“2ND AGM”)

Day and Date : Tuesday, 23rd June 2026
Time : 10.00 a.m. or at any adjournment thereof
Venue : Zamrud Room, The Saujana Hotel, Jalan Lapangan Terbang SAAS, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia

A. REGISTRATION ON THE DAY OF 2ND AGM

1. Registration will commence at 9.00 a.m. on Tuesday, 23rd June 2026 and the registration counter will be closed when the voting session commences.
2. Please present your original National Registration Identity Card (NRIC), Police report (for loss of NRIC)/ Temporary NRIC (Malaysian) or Passport to the registration staff for verification. A photocopy of your NRIC or passport will not be accepted. Please ensure that the original NRIC or Police report/Temporary NRIC or passport is returned to you thereafter. An identification wristband will be given to you after the verification.
3. Registration must be done in person. No person is allowed to register on behalf of another even with the original NRIC or passport of that other person.
4. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

B. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

If the shareholder is not able to attend the 2nd AGM on 23rd June 2026, he/she can appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

Shareholders who appoint proxy(ies) to participate at the 2nd AGM must ensure that the duly executed Proxy Forms are deposited in a hard copy form or by electronic means to the Share Registrar of the Company not later than **Sunday, 21st June 2026 at 10.00 a.m.**

The appointment of a proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM and adjourned AGM at which the person named in the appointment proposed to vote:

(i) In hard copy form

In the case of an appointment made in a hard copy form, the Proxy Form must be deposited with the Share Registrar of the Company, 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 alternatively, drop-in box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By electronic form

*The Proxy Form can be electronically lodged with the Share Registrar of the Company via Vistra Share Registry and IPO (MY) portal (“**The Portal**”) at <https://srmy.vistra.com>. Please refer to item **(C) PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM** below on the procedures for electronic lodgement of the Proxy Form via The Portal.*

Please ensure ALL the particulars as required in the Proxy Form are completed, signed and dated accordingly.

B. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE (CONT'D)

Any authority pursuant to which such an appointment is made by the power of attorney must be deposited with the Share Registrar of the Company, 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 alternatively, drop-in box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not later than **Sunday, 21st June 2026 at 10.00 a.m. or at any adjournment thereof** to participate in the 2nd AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the ORIGINAL certificate of appointment with our Share Registrar of the Company, 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 alternatively, drop-in box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur on or before the 2nd AGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:-
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

C. PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your Proxy Form electronically via The Portal are summarised below:-

	Procedure	Action
i Steps for Individual Shareholders		
(a)	Register as a User at The Portal	<ul style="list-style-type: none">• Visit the website at https://srmy.vistra.com.• Click "Register" and select "Individual Holder" and complete the New User Registration Form.• For guidance, you may refer to the tutorial guide available on the homepage.• Once registration is completed, you will receive an email notification to verify your registered email address.• After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.• Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.• Select the corporate event: "SUMISAUJANA 2ND AGM - Submission of Proxy Form".• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.• Review and confirm your proxy(ies) appointment.• Print Proxy Form for your record.

C. PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM (CONT'D)

	Procedure	Action
ii. Steps for Corporation or Institutional Shareholders		
(a)	Register as a User at The Portal	<ul style="list-style-type: none"> Visit the website at https://srmy.vistra.com. Click "Register" and select "Representative or Corporate Holder" and complete the New User Registration Form. Complete the registration form with your personal details. Once registration is completed, you will receive an email notification to verify your registered email address. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. Once you receive the confirmation, activate your account by creating your password. <p>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 the persons stated under "ENQUIRY" section below if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to https://srmy.vistra.com with your email address and password. Select the corporate event: "SUMISAUJANA 2ND AGM– Submission of Proxy Form". Navigate to the icon ">" at the end of the corporate event. Read and agree to the Terms and Conditions and confirm the Declaration. Select the corporate holder's name. Proceed to download the submission file. Prepare the file for the appointment of proxy(ies) by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select "Confirm" to complete your submission. Print the confirmation report of your submission for your record.

D. GENERAL MEETING RECORD OF DEPOSITORS

Please note that only a depositor whose name appears on the Record of Depositor as of **15 June 2026** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf at the 2nd AGM.

E. VOTING AT MEETING

- The voting at the 2nd AGM will be conducted by poll in accordance with Paragraph 8.31A of the ACE Market Listing Requirements ("Listing Requirements") of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct poll voting.
- Upon completion of the voting session for the 2nd AGM, the Independent Scrutineers will verify the poll results for the announcement by the Chairman, followed by the Chairman's declaration whether the resolutions are carried.

F. RESULTS OF THE VOTING

The resolutions proposed at the 2nd AGM and the results of the voting will be announced at the 2nd AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

G. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 2nd AGM is **strictly not allowed**. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

H. REFRESHMENTS

Light refreshments will be served. However, there will be **NO distribution** of door gifts or food vouchers.

I. ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar of the Company during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd <i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia	<i>General Line</i>	<i>+603-2783 9299</i>
	<i>Email</i>	<i>is.enquiry@vistra.com</i>