

S P SETIA BERHAD

(197401002663 (19698-X))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

FIFTIETH (“50TH”) ANNUAL GENERAL MEETING (“AGM”) OF S P SETIA BERHAD (“THE COMPANY”)

Date : Thursday, 24 April 2025
Time : 10.00 a.m.
Venue : Function Room 1,
Setia City Convention Centre,
No. 1, Jalan Setia Dagang AG U13/AG,
Setia Alam, Seksyen U13,
40170 Shah Alam,
Selangor Darul Ehsan

1. MODE OF MEETING

- The 50th AGM of the Company will be held physically at the venue as mentioned above.

2. PRE-REGISTRATION BEFORE 50TH AGM OF THE COMPANY

- Members/proxies/corporate representatives/attorneys who wish to attend in person are encouraged to pre-register with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) by following the requirements and procedures as summarised below:-

Procedure	Action
BEFORE AGM DAY	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your pre-registration to attend 50th AGM of the Company	<ul style="list-style-type: none">Registration is open from 26 March 2025 up to 10.00 a.m. Tuesday, 22 April 2025.Login with your user ID and password and select the corporate event: “(REGISTRATION) S P SETIA 50TH AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Insert the CDS account number and indicate the number of shares.Submit to register your physical attendance.System will send an e-mail to notify that your registration to attend the AGM physically is received and will be verified.After verification of your registration against the General Meeting Record of Depositors as at 15 April 2025, the system will send you an e-mail after 22 April 2025 to approve or reject your pre-registration to attend the 50th AGM of the Company.

3. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

- Shareholders who wish to appoint proxy(ies) to attend the 50th AGM of the Company must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn Bhd no later than **Tuesday, 22 April 2025 at 10:00 a.m.**
- The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-
 - (i) **In hard copy form**
In the case of an appointment made in hard copy form, the Form of Proxy must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the drop-in boxes provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
 - (ii) **By electronic form**
The Form of Proxy can be electronically lodged with Tricor via TIIH Online at <https://tiih.online>. Kindly refer to the below procedures for electronic lodgement of proxy form via TIIH Online:-

Procedure	Action
i. <u>Steps for Individual Members</u>	
(a) Register as a User with Tricor's TIIH Online website	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. • Registration will be verified and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. • If you are already a user with TIIH Online, you are not required to register again.
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to Tricor's TIIH online website at https://tiih.online/ with your username (i.e. email address) and password. • Select the corporate event: "S P SETIA 50TH 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. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print Form of Proxy for your record.

ii. Steps for Corporation or Institutional Members	
(a)	<p>Register as an User with Tricor's TIIH Online website</p> <ul style="list-style-type: none"> • Access TIIH online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <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 member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	<p>Proceed with submission of Form of Proxy</p> <ul style="list-style-type: none"> • Login to Tricor's TIIH online website at https://tiih.online/ with your username (i.e. email address) and password. • Select the corporate event: “S P SETIA 50TH AGM – Submission of Proxy Form”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

- Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.
- Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at **Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia** or alternatively, the drop-in boxes provided at **Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Tuesday, 22 April 2025 at 10.00 a.m.** to attend the 50th AGM of the Company. 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 the Share Registrar of the Company at **Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia** or alternatively, the drop-in boxes provided at **Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar**

South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Tuesday, 22 April 2025 at 10.00 a.m. to attend the 50th AGM of the Company. 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.

4. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the ROD as at **15 April 2025** shall be entitled to attend, speak and vote at the AGM or appoint proxy(ies) to attend and/or vote on his/her behalf.

5. VOTING AT THE 50TH AGM OF THE COMPANY

- The voting at the 50th AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- Shareholders can proceed to vote on the resolutions at any time from the declaration by the Chairman of the Meeting but before the end of the voting session, which will be announced by the Chairman of the Meeting.
- Upon completion of the voting session for the 50th AGM of the Company, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.
- The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Coopers Professional Scrutineers Sdn Bhd as scrutineers to verify the poll results.
- Each shareholder/proxy will be directed to the e-voting counter or kiosk for voting using tablet where he/she must produce the identification tag issued to him/her during registration for the 50th AGM of the Company.
- Voting can also be done using your own smartphone device with access to Tricor e-Vote App, as described below:

For voting using your own smartphone device

- Shareholders and proxies are advised to download Tricor e-Vote App onto your smartphone device before attending the meeting.
- Tricor e-Vote App download is available at no cost from Google Play Store or Apple App Store.
- Shareholders and proxies need to connect to the Wi-Fi network provided by Tricor during the voting session:

Wi-Fi Name: Tricor_eVote	Password: tricor1234
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- You will be required to use the camera function of your device to capture the passcode on your identification tag to access Tricor e-Vote App.

- Detailed instruction on how to vote will be provided in the meeting before the start of the voting session.

6. RECORDING OR PHOTOGRAPHY

- **Unauthorised recording or photography** of the proceedings of the 50th AGM of the Company are strictly not allowed.

7. PARKING

- Parking is free and you are advised to park your vehicle at the car park of Setia City Convention Centre ("SCCC"). Please bring along the parking ticket to be validated at the Help Desk which will be located at the **foyer of Function Room 1, First Floor of SCCC**.

8. REGISTRATION

- Registration will start at **8.00 a.m.** at the **foyer of Function Room 1, First Floor of SCCC** and will end at a time as directed by the Chairman of the meeting.
- Please produce your original Identity Card ("IC") to the registration clerks for verification and please make sure you collect your IC thereafter.
- Upon registration, you will be given an identification tag which has personalised passcode, so please retain the same for entry to **Function Room 1 of SCCC** and for voting at the 50th AGM of the Company. There will be no replacement in the event that you lose or misplace your identification tag.
- If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counters at the **foyer of Function Room 1, First Floor of SCCC**.

9. FOOD AND BEVERAGES

- Breakfast will be served **from 8.00 a.m. to 9.30 a.m.** at the **foyer of Function Room 8, First Floor of SCCC**. Lunch will be served upon conclusion of the 50th AGM of the Company or as directed by the Chairman of the Meeting at the **Function Room 8, First Floor of SCCC**.

10. ENQUIRY

- If you have any enquiries on the above, please contact the following persons during office hours on 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
 Contact Persons
 - Mr. Harraz Iman : +603-2783 9242
 - Mr. Ali Iqram Haziq : +603-2783 9145
 - Ms. Vivien Khoh : +603-2783 9250