

## ADMINISTRATIVE GUIDE

### ADMINISTRATIVE GUIDE FOR SHAREHOLDERS AND/OR PROXIES ATTENDING THE EXTRAORDINARY GENERAL MEETING (“EGM”)

#### 1. Date, Time, and Venue of EGM

Day and Date	:	Tuesday, 10 December 2024
Time	:	10:00 a.m.
Venue	:	KEC Toh Yuen VIP Room, Ground Floor, Klang Executive Club, Persiaran Bukit Raja 2, Bandar Baru Klang, 41150 Klang, Selangor Darul Ehsan

#### 2. Entitlement to Attend

Only members whose names appear in the Record of Depositors as of 3 December 2024 shall be entitled to attend, participate, speak and vote at the EGM or appoint proxy(ies) to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that mentioned date.

#### 3. Lodgement of Proxy Form of EGM

(a) If you are unable to attend the EGM and wish to appoint proxy(ies) to vote on your behalf, you may:-

(i) By hardcopy

deposit your Proxy Form at the Registered Office of the Company at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan not later than forty-eight (48) hours before the time set for holding the EGM or any adjournment thereof, i.e., **latest by Sunday, 8 December 2024 at 10:00 a.m.**; or

(ii) By electronic means

The Proxy Form can be lodged by email to [info@sshbs.com.my](mailto:info@sshbs.com.my) or via facsimile transmission to +603-20949940/+603-20950292.

(b) If you wish to attend the EGM yourself, please do not submit any Proxy Form for the EGM. You will not be allowed to attend the EGM together with a proxy appointed by you. Only one (1) of you is allowed to attend and enter the meeting venue.

(c) If you have submitted your Proxy Form prior to the EGM and subsequently decided to attend the EGM yourself, please revoke your proxy appointment at the time of registration.

#### 4. Corporate Member

Any corporate member who wishes to appoint a representative instead of a proxy to attend the EGM should submit the original Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority, under the corporation's seal to the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan at any time before the time appointed for holding the EGM or to the registration staff on the meeting day for the Company's records.

#### 5. Parking

You may park your vehicle at the allocated visitors' parking bays.

## 6. Door Gifts or Food Vouchers

No door gifts or food vouchers will be given. Light refreshments will be provided

## 7. Recording or Photography

No recording or photography of proceedings of EGM is allowed.

## GUIDANCE FOR ATTENDANCE AT THE EGM

### 1. Registration for the EGM

- (a) Registration will start at 8:30 a.m. and end at such time as the Chairman of the meeting may be determined.
- (b) Please present your original National Registration Identification Card (“**NRIC**”) or Passport for verification by the Share Registrar against the Record of Depositors as of 3 December 2024. Please ensure that you collect your NRIC or Passport thereafter.
- (c) After verification, you are required to write your name and sign on the Attendance List provided by the Share Registrar. Thereafter, you will be given an identification wristband.
- (d) **NO** individual will be allowed to enter the meeting venue without the identification wristband. There will be no replacement if you lose or misplace the identification wristband.
- (e) **NO** person will be allowed to register on behalf of another person, even with the original NRIC or Passport of that person.
- (f) The registration counter is solely for verification of identity and registration purposes.

If you have any enquiries on other matters, please refer to our staff for assistance.

### 2. Poll Voting

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Securities Services (Holdings) Sdn Bhd as Poll Administrator to conduct the polling process.

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions upon the conclusion of the deliberations of all businesses transacted at the EGM.

Upon completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

### 3. Submission of Questions prior to the EGM

Shareholders are encouraged to submit questions ahead and email your questions to [Lynda.pan@pestech-international.com](mailto:Lynda.pan@pestech-international.com), **latest by Sunday, 8 December 2024 at 10:00 a.m.**

The Company will endeavour to answer your question(s) in relation to the proposed resolutions at the EGM if time permits or by email after the EGM.

### 4. Enquiry

Should you have any enquiries on the foregoing, please do not hesitate to contact our Share Registrar at their general line: +603 2084 9000 during office hours.