

KELINGTON GROUP BERHAD
(Registration No. 199901026486 (501386-P))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY-FIFTH ANNUAL GENERAL MEETING (“25th AGM”)

Day and Date : Wednesday, 25 June 2025
Time : 10:00 a.m.
Venue : Function Room 1, Setia City Convention Centre,
No. 1, Persiaran Setia Dagang AG U13/AG,
Setia Alam Seksyen U13, 40170 Shah Alam,
Selangor Darul Ehsan, Malaysia

Entitlement to Participate in the 25th AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on 18 June 2025 (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

Form of Proxy

Members who are unable to attend the AGM are encouraged to appoint a proxy or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The appointment of proxy may be made in hard copy or in electronic form. The instrument appointing a proxy must be submitted in the following manners, at least forty-eight (48) hours i.e. latest by Monday, 23 June 2025 at 10:00 a.m., before the time for holding the meeting or any adjournment thereof:-

- (i) In hard copy form
To be deposited at the Company’s Share Registrar’s office at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan; or
- (ii) By electronic means
Alternatively, the Form of Proxy may also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.
- (iii) By email
To be sent via e-mail to:
khairul.iqram@boardroomlimited.com
bsr.helpdesk@boardroomlimited.com

Please find the below steps for eProxy lodgement:

Step 1 – Register Online with BSIP for Individual & Corporate Shareholders

For first time registration only

[Note: If you have already signed up with BSIP previously, you may proceed to Step 2 – Submit eProxy Form.]

- a) Access BSIP website at <https://investor.boardroomlimited.com>.
- b) Click **“Register”** to sign up for a BSIP account.
- c) Select “Account Type” to **“Sign Up As Shareholder”** or **“Sign Up As Corporate Holder”**.
- d) Complete the registration and upload softcopy of your MyKad (front and back) or passport or authorisation letter (for Corporate Shareholder) in JPEG, PNG or PDF format.
- e) Enter a valid mobile number, email address and password.
- f) Click **“Sign Up”**.
- g) You will receive an e-mail from BSIP Online for e-mail address verification. Click **“Verify E-mail Address”** to proceed with the registration.
- h) Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click **“Request OTP Code”** and an OTP code will be sent to the registered mobile number. Key in the OTP code and click **“Enter”** to complete the process.
- i) An e-mail will be sent to you within one (1) business day informing you on the approval of your BSIP account. You can login to BSIP at <https://investor.boardroomlimited.com> with the e-mail address and password that you have provided during the registration to proceed with the next step

Step 2 – Submit eProxy Form

Individual & Corporate Shareholders

- a) Log in to BSIP at <https://investor.boardroomlimited.com> with your User ID (registered email address) and password.
- b) Select “**KELINGTON GROUP BERHAD 25th ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c) Select the company you would like to be represented (if more than one), for Corporate Shareholder.
- d) Go to “**Proxy**” and click “**Submit eProxy form**”.
- e) Enter your CDS account number and number of securities held.
- f) Select your proxy(ies) appointment – either the Chairman of the Meeting or individual names proxy(ies).
- g) Read and accept the General Terms & Conditions by clicking “**Next**”.
- h) Enter the particulars of your proxy(ies).
- i) Indicate your voting instructions – “FOR” or “AGAINST” or “ABSTAIN”. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate “DISCRETIONARY”.
- j) Review and confirm your proxy(ies) appointment. Click “**Submit**”.
- k) Download or print the eProxy Form acknowledgement

Authorised Nominees and Exempt Authorised Nominees

- a) Log in to BSIP at <https://investor.boardroomlimited.com>.
- b) Select “**KELINGTON GROUP BERHAD 25th ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c) Select the Nominees Company that you are representing.
- d) Go to “**Proxy**” and click “**Submit eProxy form**”.
- e) Click “Download Excel Template”.
- f) Insert the required information in the excel file for appointment of proxy(ies) for each CDS account.
- g) Upload the duly completed excel file.
- h) Review and confirm your proxy(ies) appointment. Click “**Submit**”.
- i) Download or print the eProxy Form acknowledgement.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees

- a) Alternatively, you may write in to bsr.helpdesk@boardroomlimited.com or khairul.igram@boardroomlimited.com by providing the name of Shareholder, CDS Account Number, and Certificate of Appointment of Corporate Representative or Proxy Form, to submit the request.
- b) Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or passport in JPEG, PNG or PDF format.

Revocation of eProxy

- a) Select “**KELINGTON GROUP BERHAD 25th ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- b) Go to “**Proxy**” and click “**Submit Another eProxy Form**”.
- c) Select “**Submitted eProxy Form List**” and click “**View**”.
- d) Click “**Cancel/Revoke**” at the bottom of the eProxy Form and click “**Proceed**” to confirm.

Note: For revocation of physical Proxy Form, please write to bsr.helpdesk@boardroomlimited.com or khairul.igram@boardroomlimited.com.

Registration

The registration will commence at 8:00 a.m. at the entrance of the designated meeting room in Function Room 1, Setia City Convention Centre, and will end once the Chairman announces the beginning of the polling process during the meeting.

Please read the signage to ascertain the correct registration counter. Please present your original National Registration Identity Card (NRIC) or Passport (for foreigners) at the registration counter for verification purposes. Kindly ensure the original NRIC or Passport is returned to you thereafter. No person will be allowed to register on behalf of another person with the NRIC or Passport of that other person.

Upon verification, attendees are required to write their names and sign on the Attendance List placed on the registration table. An identification wristband will be provided to shareholders/proxy(ies) upon successful registration. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

Voting Procedure

All the resolutions set out in the Notice of the AGM will be put to vote by poll pursuant to Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. SKY Corporate Services Sdn. Bhd. has been appointed as Independent Scrutineers to verify the poll results.

Others

1. Parking

A flat parking rate will be applied at Setia City Convention Centre, which offers 1,800 parking bays, including preferred parking for green and carpool vehicles. An additional 2,400 parking lots are also available at the adjacent Setia City Mall. 9 electric vehicle (EV) charging stations with up to 60kW DC chargers are available on-site.

2. Refreshment

Refreshment will be provided during the AGM.

3. Vouchers

There will be no distribution of food/gift vouchers for shareholders/proxies who attend the AGM.

4. No Recording or Photography

Recording or photography of the meeting proceedings is prohibited without the prior written permission of the Company.

5. Seating

All participants are requested to be seated at least five minutes before the scheduled commencement of the Meeting.

Enquiry

Should you have any enquiries relating to Administrative Details for the 25th AGM prior to the AGM, you may contact Boardroom Share Registrars Sdn. Bhd. during office hours from Monday to Friday (8:30 a.m. to 5:30 p.m.):

Address : 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim,
Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Should you have any enquiries relating to the 25th AGM or Agenda, please contact Kelington Group Berhad's Corporate Compliance and Integrity Department during office hours from Monday to Friday (except for public holiday):

Contact Persons : Ms Ng Mun Yee
Email : ccid@kelington-group.com
Contact No. : 603-7845 5696

Personal Data Policy

By registering for the Meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents), and to comply with any laws, listing rules, regulations and/or guidelines. The member of the Company agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the shareholder's breach of warranty.