SCIENTEX PACKAGING (AYER KEROH) BERHAD
Company No. 197201001354 (12994-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FIFTY-FIRST ANNUAL GENERAL MEETING

Meeting Date	:	Tuesday, 17 December 2024
Time	:	11.30 a.m.
Broadcast Venue	:	Auditorium, Bangunan Scientex, No. 9, Persiaran Selangor, Seksyen 15, 40200 Shah Alam, Selangor Darul Ehsan.
Virtual Meeting Platform	:	https://tiih.online
Mode of Communication	:	(i) Typed text in the meeting platform (ii) Submit questions via meeting platform prior to the meeting (refer Clause 7, Submission of Question)

1. Mode of Meeting

The Fifty-First Annual General Meeting ("51st AGM" or "Meeting") of the Company will be held virtually through live streaming from the broadcast venue and online voting using the Remote Participation and Voting ("RPV") facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("Facilitator").

The broadcast venue of the 51st AGM is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 that requires the Chairman of the Meeting ("Chairman") to be present at the main venue of the Meeting. **No member(s) or proxy(ies) or corporate representative(s) or attorney(s) shall be physically present or allowed to enter the broadcast venue on the day of the 51st AGM**.

2. Entitlement to Participate and Vote

Only members whose names appear in our Record of Depositors as at **6 December 2024** shall be entitled to participate and/or vote at the Meeting or appoint proxy(ies) to participate and/or vote on his/her behalf.

3. Appointment of Proxy or Attorney or Corporate Representative

If members are unable to participate at the Meeting via RPV facilities, members are encouraged to appoint the Chairman as the proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instruction printed therein.

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(i) <u>In hard copy form</u>
Please ensure that the duly executed original Form of Proxy is deposited at the registered office of the Company at No. 9, Persiaran Selangor, Seksyen 15, 40200 Shah Alam, Selangor Darul Ehsan ("Registered Office"), not later than **Sunday, 15 December 2024 at 11.30 a.m.**

(ii) <u>By electronic form</u>
Kindly refer to Clause 5, Procedure for Electronic Submission of Form of Proxy for the option to submit the Form of Proxy electronically via the meeting platform before the submission cut-off time as mentioned in Clause 3(i).

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Registered Office, not later than **Sunday, 15 December 2024 at 11.30 a.m.** to participate via RPV in the Meeting. 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/certified certificate at the Registered Office to participate via RPV in the Meeting. 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, one (1) of whom 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. Procedure for RPV

Member(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the Meeting remotely using the RPV are to follow the requirements and procedures as summarised below:

Before the Meeting Date		
	Procedure	**Action**
(a)	Register as a user with the meeting platform	• If you **have not registered** as a user of TIIH Online, use your computer/device to access the website at https://tiih.online and register yourself as a user under the "**e-Services**" by selecting "**Create Account by Individual Holder**". You may refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via email. • If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit registration for RPV	• **Registration is open from Monday, 18 November 2024 until the day of the Meeting on Tuesday, 17 December 2024.** Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are **required to pre-register** their attendance for the Meeting to ascertain their eligibility to participate in the Meeting using the RPV. • Login with your user ID and password and select the corporate event: "**(REGISTRATION) SCIENTEX PACKAGING (AYER KEROH) BERHAD 51st AGM**". • Read and agree to the Terms & Conditions and confirm the Declaration. • Select "**Register for Remote Participation and Voting**". • Review your registration and proceed to register. • System will send an email to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors dated 6 December 2024, the system will send you an email to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. *(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate in the Meeting remotely).*

On the Meeting Date (17 December 2024)		
	Procedure	**Action**
(c)	Login to meeting platform	• Login to TIIH Online with your user ID and password for remote participation at the Meeting at any time from **10.30 a.m.** i.e. 1 hour before the commencement of the Meeting on **Tuesday, 17 December 2024 at 11.30 a.m.**
(d)	Participate through live streaming	• Select the corporate event: "**(LIVE STREAM MEETING) SCIENTEX PACKAGING (AYER KEROH) BERHAD 51st AGM**" to engage in the proceedings of the Meeting remotely. • If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to relevant questions submitted by you during the Meeting. If there is time constraint, the responses will be emailed to you or published on the Company's website at the earliest possible, after the meeting.
(e)	Online voting	• Voting session commences from **11.30 a.m. on Tuesday, 17 December 2024** until a time when the Chairman announces the end of the session. To vote, select the corporate event: "**(REMOTE VOTING) SCIENTEX PACKAGING (AYER KEROH) BERHAD 51st AGM**" or if you are on the live stream meeting page, you can select "**GO TO REMOTE VOTING PAGE**" button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	• The live streaming will end upon the announcement by the Chairman on the closure of the Meeting.

Note to users of the RPV facilities:

(i) Once your registration for RPV is approved, you will be granted the right to participate in the live stream meeting and to vote remotely. Your login to the meeting platform on the day of Meeting will indicate your presence at the virtual meeting.

(ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.

(iii) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call the Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or email to tiih.online@vistra.com for assistance.

5. Procedure for Electronic Submission of Form of Proxy

The procedures for members to submit the Form of Proxy electronically via the meeting platform are summarised below:

	Procedure	**Action**
1. Steps for Individual Shareholders		
(a)	Register as a user with the meeting platform	• If you **have not registered** as a user of TIIH Online, use your computer/device to access the website at https://tiih.online and register yourself as a user under the "**e-Services**" by selecting "**Create Account by Individual Holder**". You may 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.

	Procedure	Action
(b)	Proceed with submission of Form of Proxy	• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: "**SCIENTEX PACKAGING (AYER KEROH) BERHAD 51st 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 will decide your vote. • Review and confirm your proxy(ies) appointment. • Print proxy form for your record.
2. Steps for Corporation or Institutional Shareholders		
(a)	Register as a user with the meeting platform	• Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "**Create Account by Representative or Corporate Holder**". • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within 1 to 2 working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. *(Note: The representative of a corporation or institutional shareholder must register as a user first in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Facilitator if you need clarifications on the user registration.)*
(b)	Proceed with submission of Form of Proxy	• Login to TIIH Online at https://tiih.online. • Select the corporate event: "**SCIENTEX PACKAGING (AYER KEROH) BERHAD 51st AGM – SUBMISSION OF PROXY FORM**". • Read and agree to the Terms and 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.

6. Poll Voting

The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as the poll administrator and Quantegic Services Sdn Bhd as scrutineer to verify the poll results.

Members can proceed to vote on the resolutions at any time from **11.30 a.m. on Tuesday, 17 December 2024** but before the end of the voting session which will be announced by the Chairman. Kindly refer to Clause 4, Procedure for RPV for guidance on how to vote remotely from the meeting platform.

Upon completion of the voting session for the Meeting, the scrutineer will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

7. Submission of Question

(a) Members may use the query box facility to submit their questions during the meeting. Subject to time constraint, the Chairman/Board/Management will address the relevant questions during the Questions and Answers session.
(b) Members may also submit questions for the Board in advance of the Meeting via the meeting platform by selecting "**e-Services**" to login and submit questions electronically not later than **Sunday, 15 December 2024 at 11.30 a.m.** The Board will endeavor to answer the relevant questions received at the Meeting.

8. No Recording or Photography

Strictly no recording or photography of the live streaming of the Meeting proceedings is allowed.

9. Gift Policy

No vouchers/door gifts/food and beverage will be given to the members who participate at the Meeting remotely and/or who turn up at the broadcast venue.

10. Enquiry

If members have any enquiry prior to the Meeting, please contact Tricor Investor & Issuing House Services Sdn Bhd during office hours from 9.00 a.m. to 5.00 p.m., Mondays to Fridays (except public holidays):

Tricor Investor & Issuing House Services Sdn Bhd
General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@vistra.com