



KECK SENG (MALAYSIA) BERHAD

Registration No.: 196801000565 (8157-D)
(Incorporated in Malaysia)

Registered Office:

Suite 1301, 13th Floor, City Plaza
Jalan Tebrau
80300 Johor Bahru, Johor, Malaysia

Tel: 07-332 2088 Fax: 07-332 8096

ADMINISTRATIVE GUIDE FIFTY-FOURTH ANNUAL GENERAL MEETING OF KECK SENG (MALAYSIA) BERHAD

Day & Date : Wednesday, 29 May 2024
Time : 10.00 a.m.
Broadcast Venue : Conference Room, Suite 15-01, 15th Floor, Menara Keck Seng, 203 Jalan Bukit Bintang, 55100 Kuala Lumpur, Malaysia
Meeting Platform : TIIH Online website at <https://tiih.online>

MODE OF MEETING

The Fifty-Fourth Annual General Meeting ("54th AGM") of the Company will be held **virtually via live streaming and online remote voting** from the Broadcast Venue and online remote voting using Remote Participation and Voting facilities ("RPV") provided by Tricor Investor & Issuing House Services Sdn Bhd's ("Share Registrar", "Tricor" or "TIIH") via its **TIIH Online** website at <https://tiih.online>.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives/attorneys **WILL NOT BE ALLOWED** to attend the 54th AGM in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Members/proxies/corporate representatives/attorneys are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "participate") remotely at the 54th AGM using RPV provided by Tricor via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxy(ies) to participate via RPV in the 54th AGM must ensure that the duly executed Proxy Form is deposited in a hard copy form or by electronic means with Tricor not later than **Monday, 27 May 2024 at 10.00 a.m.**

For corporate members who have appointed corporate representatives, please deposit the **original or duly certified** certificate of appointment of corporate representative with Share Registrar's office not later than **Monday, 27 May 2024 at 10.00 a.m.** to participate in the 54th AGM via RPV.

Attorneys appointed by power of attorney are required to deposit their power of attorney with Share Registrar's office not later than **Monday, 27 May 2024 at 10.00 a.m.** to participate in the 54th AGM via RPV.

A member who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate in the 54th AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 54th AGM of the Company is a virtual AGM, members who are unable to participate in this 54th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate in the 54th AGM remotely using the RPV are required to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online website	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within 1 working day and you will be notified via e-mail. 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 website.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Tuesday, 30 April 2024 until the day of 54th AGM, Wednesday, 29 May 2024. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 54th AGM 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) KECK SENG 54TH 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. TIIH Online system will send an e-mail 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 as at 20 May 2024, the system will send you an e-mail after 27 May 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE AGM DAY (29 MAY 2024)		
(c)	Login to TIIH Online website	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 54th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 54th AGM on Wednesday, 29 May 2024 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) KECK SENG 54TH AGM” to engage in the proceedings of the 54th AGM 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 questions submitted by remote participants during the 54th AGM. If there is time constraint, the responses will be published at the Company’s website at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 29 May 2024 until a time when the Chairman announces the end of the voting session of the 54th AGM. Select the corporate event: “(REMOTE VOTING) KECK SENG 54TH 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	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 54th AGM, the live streaming will end.

Note to users of the RPV:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online website on the day of meeting will indicate your presence at the virtual meeting.
2. 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.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY(IES) / CORPORATE REPRESENTATIVE(S) / ATTORNEY(S)

If you are unable to attend the meeting via RPV on 29 May 2024, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

Accordingly, Proxy Form and/or document relating to the appointment of proxy(ies)/corporate representative(s)/attorney(s) for the 54th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 27 May 2024 at 10.00 a.m.:**

(i) In Hard Copy:

By hand or post to the Share Registrar's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, Tricor Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Please ensure **ALL** the particulars as required in the proxy form are completed, signed and dated accordingly.

(ii) By Electronic Form:

All members can have the option to submit Proxy Form electronically via TIIH Online website and the steps to submit are summarised below:

	Procedure	Action
i. Steps for Individual Members		
(a)	Register as a User with 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" select "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within 1 working day and you will be notified via e-mail.• If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of 54th AGM by the Company, login with your user name (i.e. email address) and password.• Select the corporate event: "KECK SENG 54TH 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.

	Procedure (cont'd)	Action
ii. Steps for Corporation or Institutional Members		
(a)	Register as a User with TIIH Online website	<ul style="list-style-type: none"> • Access TIIH online website 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 1 to 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 holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online website at https://tiih.online • Select the corporate event: “KECK SENG 54TH 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 out 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.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions to the Board prior to the 54th AGM via Tricor’s **TIIH Online** website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically not later than **Monday, 27 May 2024 at 10.00 a.m.** The Board will endeavour to answer the questions received at the 54th AGM.

ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **20 May 2024** shall be entitled to attend, speak and vote at the 54th AGM or appoint proxies to attend and/or vote on his/her behalf.

POLL VOTING

The voting at the 54th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

Members can proceed to vote on the resolutions at any time from the commencement of the 54th AGM at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the note above - “Procedures for RPV” for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 54th AGM, the Scrutineers will verify the poll results followed by the Chairman to declare whether the resolutions are duly passed.

ANNUAL REPORT 2023

The Company's Annual Report 2023 is available at the Company's website at <https://my.keckseng.com/annualreport/AnnualReport2023.pdf>.

Should you require a printed copy of the Annual Report 2023, please request at our Share Registrar's website at <https://tjih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses given below.

We will send it to you by ordinary post as soon as possible upon receipt of your request. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 54th AGM since the meeting is being conducted on a virtual basis.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 54th AGM of the Company.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours from Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Share Registrar – Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact Persons
- En. Aiman Nuri : +603-2783 9262
- Mr. Jake Too : +603-2783 9285