



KECK SENG (MALAYSIA) BERHAD

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

Registered Office:

L2-02, 1 Medini Hub
Persiaran Medini Utara 3
Medini Iskandar
79000 Nusajaya, Johor, Malaysia
Tel: 07-818 0350

ADMINISTRATIVE GUIDE

55TH ANNUAL GENERAL MEETING OF KECK SENG (MALAYSIA) BERHAD

Day & Date : **Thursday, 29 May 2025**
Time : **9.30 a.m.**
Venue : **Function Room Key 2 – Level 7, St. Giles Southkey Johor Bahru, Mid Valley Southkey, 1, Persiaran Southkey 1, Kota Southkey, 80150 Johor Bahru, Johor, Malaysia**

REGISTRATION ON THE DAY OF THE 55TH AGM

1. Registration will commence at 8.00 a.m. and will end at the time determined by the Chairman of the meeting. Please follow the signage to ascertain the registration area and proceed for registration.
2. Please present your original National Registration Identity Card (“NRIC”) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.
3. Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
4. The registration counters will only handle verification of identity, registration and revocation of proxy/proxies. If you have other queries, please proceed to the Help Desk.
5. Upon verification and registration:
 - (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - (b) if you are attending the 55th AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband;
 - (c) the identification wristband has passcode printed, which will be required for electronic voting purposes. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event the identification wristband is lost or misplaced.

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

If you are unable to attend the meeting on 29 May 2025, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the proxy form.

The proxy form and/or document relating to the appointment of proxy(ies)/corporate representative(s)/attorney(s) for the 55th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 27 May 2025 at 9.30 a.m.**:

- (i) In hard copy form:

By hand or post to the Share Registrar’s office, Tricor Investor & Issuing House Services Sdn. Bhd. 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, the drop-in box provided 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 the proxy form electronically via TIIH Online website at <https://tiih.online> and the procedures 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 55th AGM by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “KECK SENG 55TH 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. |
| 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 55TH 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. |

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

Only member whose name appears on the ROD as at **21 May 2025** shall be entitled to attend, speak and vote at the 55th AGM or appoint proxies to attend and/or vote on his/her behalf.

POLL VOTING

The voting at the 55th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

Voting for all the resolutions set out in the Notice of AGM will take place concurrently upon the conclusion of the deliberation on all businesses to be transacted at the 55th AGM.

Upon completion of the voting session for the 55th AGM, the Scrutineers will verify the poll results followed by the Chairman to declare whether the resolutions are duly passed.

ANNUAL REPORT 2024

The Company's Annual Report 2024 is available at the Company's website at <https://my.keckseng.com/annualreport/AnnualReport2024.pdf>.

Should you require a printed copy of the Annual Report 2024, please request at our Share Registrar's website at <https://tiih.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.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 55th 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@vistra.com

Contact Persons

- En. Aiman Nuri : +603-2783 9262
- Mr. Jake Too : +603-2783 9285