

# ADMINISTRATIVE GUIDE

For The Ninth Annual General Meeting (“9<sup>th</sup> AGM”) of Pimpinan Ehsan Berhad

Date : 30 June 2025  
Commencement of Meeting : 11.00 a.m.  
Venue : Level 1, Concorde Hotel Kuala Lumpur,  
2, Jalan Sultan Ismail, 50250 Kuala Lumpur

## APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 24 June 2025 shall be eligible to attend, speak and vote at the 9<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

Shareholders who appoint proxy(ies) to participate the 9<sup>th</sup> AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor no later than Saturday, 28 June 2025 at 11.00 a.m.

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

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, it can be deposited in the designated drop-in box located at Unit G-2, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) In electronic form

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to procedures below for electronic lodgement of proxy form.

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with Tricor's TIIH Online website	<ul style="list-style-type: none"><li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a> Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again.</li></ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>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: <b>“PIMPINAN EHSAN BERHAD 9<sup>TH</sup> AGM – Submission of Proxy Form”</b>.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li><li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>Review and confirm your proxy(ies) appointment.</li><li>Print Form of Proxy for your record.</li></ul>

## Administrative Guide (continued)

### APPOINTMENT OF PROXY (CONTINUED)

#### (ii) In electronic form (continued)

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to procedures below for electronic lodgement of proxy form. (continued)

	Procedure	Action
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as an User with Tricor's TIIH Online website	<ul style="list-style-type: none"><li>• Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li><li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects <b>"Create Account by Representative of Corporate Holder"</b>.</li><li>• Complete the registration form and upload the required documents.</li><li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li><li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li></ul> <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 member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• Login to Tricor's TIIH Online website at <a href="https://tiih.online">https://tiih.online</a></li><li>• Select the corporate event: <b>"PIMPINAN EHSAN BERHAD 9<sup>TH</sup> AGM. – Submission of Proxy Form"</b>.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li><li>• Prepare the file for the appointment of proxies by inserting the required data.</li><li>• Proceed to upload the duly completed proxy appointment file.</li><li>• Select "Submit" to complete your submission.</li><li>• Print the confirmation report of your submission for your record.</li></ul>

## **APPOINTMENT OF ATTORNEY OR CORPORATE REPRESENTATIVE**

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, it can be deposited in the designated drop-in box located at Unit G-2, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Saturday, 28 June 2025 at 11.00 a.m. to participate the 9<sup>th</sup> AGM. A copy of the power of attorney may be accepted provided that it is certified notarial 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 certificate of appointment with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, it can be deposited in the designated drop-in box located at Unit G-2, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Saturday, 28 June 2025 at 11.00 a.m. to participate the 9<sup>th</sup> AGM. 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, of whom one 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.

## **VOTING PROCEDURES**

The voting at the 9<sup>th</sup> AGM 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 Poll Administrator to conduct the poll by way of electronic voting (e-voting).

E-voting for all of the resolutions as set out in the Notice of Meeting will take place only upon the conclusion of the deliberations of all the businesses to be transacted at the Meeting. The registration of attendance will be closed, to facilitate commencement of Poll Voting.

All attendees at the Meeting will be briefed and guided by the Poll Administrator before commencement of the voting process. Upon completion of the voting session for the 9<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **PRE-MEETING SUBMISSION OF QUESTIONS**

Shareholders may submit questions for the Board of Directors in advance of the 9<sup>th</sup> AGM, via TIH Online at <https://tiah.online>, by selecting "e-Services" to login, post your questions and submit it electronically no later than Saturday, 28 June 2025. The Board of Directors will endeavour to address the questions received at the 9<sup>th</sup> AGM.

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### **NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the 9<sup>th</sup> AGM.

### **ENQUIRY**

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

#### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)

#### Contact person:

Mohammad Khairudin: +603-2783 7973 [Mohamad.Khairudin@vistra.com](mailto:Mohamad.Khairudin@vistra.com)

Nurul Ainee: +603-2783 9265 [Nurul.Ainee@vistra.com](mailto:Nurul.Ainee@vistra.com)