

ADMINISTRATIVE GUIDE FOR THE 11TH ANNUAL GENERAL MEETING (“AGM”) OF LEONG HUP INTERNATIONAL BERHAD

Day and Date : Friday, 30 May 2025
Time : 10.30 a.m.
Venue : PARKROYAL Grand Ballroom, Ground Floor,
PARKROYAL A’Famosa Melaka Resort, Jalan Kemus,
Simpang Ampat, 78000 Alor Gajah, Melaka, Malaysia.

REGISTRATION OF THE 11TH AGM

- Registration will commence at 9:30 a.m. at the main entrance of the Grand Ballroom, Ground Floor, PARKROYAL A’Famosa Melaka Resort.
- Kindly follow the signage to identify the appropriate registration area and proceed accordingly.
- Please present your original Identification Card (“I/C”) (or Passport for foreign shareholders) for verification. Only original I/C or Passport is accepted for registration. *Note: You are not allowed to register on behalf of another shareholder or proxy, even if you possess their original I/C or Passport. Kindly ensure you collect your I/C or Passport immediately after registration.*
- Upon verification and registration, you will be issued an identification wristband. If you are attending the 11th AGM as a shareholder and/or proxy, you will be registered only once and issued a single wristband. Entry to the meeting hall is strictly limited to individuals wearing the identification wristband. *Important: No replacement will be provided for lost or misplaced wristbands.*
- After completing registration and signing the Attendance List, please promptly vacate the registration area.
- The registration counters are solely for verifying shareholdings and completing registration.
For any further enquiries or assistance, please proceed to the Help & Information Desk.

HELP & INFORMATION DESK

- The Help & Information Desk is located adjacent to the registration counters.
- You may proceed to the registration Help & Information Desk for any general clarification or enquiry.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- For the purposes of determining a member who shall be entitled to attend the 11th AGM, the Company shall be requesting a General Meeting ROD as at 22 May 2025. Members whose names appear in the General Meeting ROD shall be entitled to attend, participate, speak and vote at the 11th AGM or appoint proxy(ies) or corporate representatives to attend and/or vote on their behalf.

REFRESHMENTS

- Shareholders and proxies will be served light refreshments starting at 10:00 a.m. at the foyer, available until fully consumed.
- There will be no door gift or lunch given/provided to shareholders or proxies who attend the 11th AGM.

SEATING ARRANGEMENT FOR THE AGM

- Free seating. All shareholders/proxies will be allowed to enter the Grand Ballroom from 9:30 a.m. onwards.
- All shareholders/proxies are encouraged to be seated at least five minutes before the commencement of the 11th AGM.

MOBILE DEVICES

- Kindly ensure that all mobile devices (e.g. phones, pagers, or other sound-emitting equipment) are switched off or set to silent mode during the 11th AGM to maintain a smooth and uninterrupted session.
- Recording of the 11th AGM proceedings is strictly prohibited unless prior written consent is obtained from the Company.

NO SMOKING POLICY

- Smoking is strictly prohibited in the Grand Ballroom. Your cooperation is greatly appreciated.

SURAU / PRAYER ROOM

- The Surau is located on Level B, directly opposite the gym.

PARKING

- Parking is limited to the outdoor area adjacent to the ballroom, with additional parking available across from the ballroom.

PERSONAL BELONGINGS

- Please safeguard your personal belongings. The Company shall not be held liable for any loss or damage.

VOTING PROCEDURE

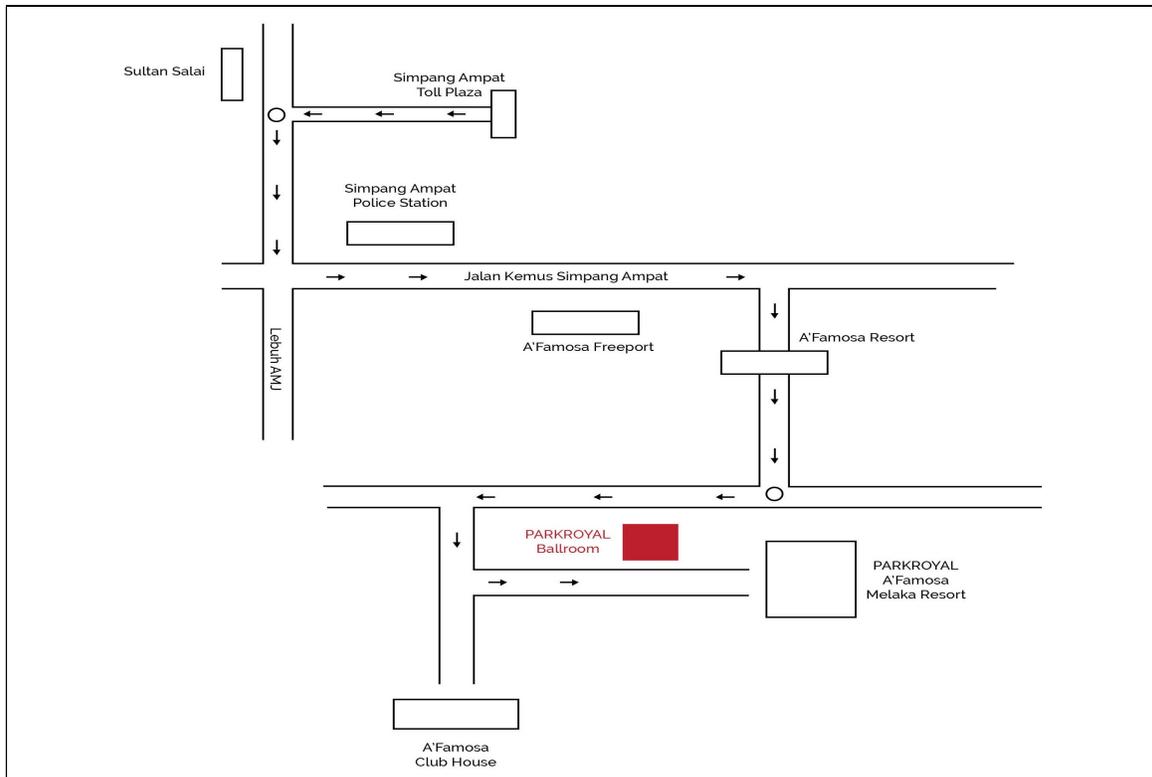
- Voting for the 11th AGM will be conducted by poll. The Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor"), has been appointed as the Poll Administrator. Quantegic Services Sdn. Bhd. will act as the Independent Scrutineers to verify the poll results.

ANNUAL REPORT 2024

- Annual Report 2024
- Corporate Governance Report 2024
- Circular to Shareholders in relation to the Proposed Renewal of Shareholders' Mandate and Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to Purchase its own Shares
- Notice of 11th AGM
- Proxy Form
- Administrative Guide for the 11th AGM

You may request a printed copy of the Annual Report 2024 or the Circular/Statement to Shareholders at the registration counter during the AGM on 30 May 2025. Alternatively, you may request it online via TIIH Online at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services." You may also contact the Share Registrar by phone or email using the contact details provided below.

LOCATION MAP TO PARKROYAL A'FAMOSA MELAKA RESORT



To assist with navigation, the links below will direct you to the Grand Ballroom (AGM venue) at PARKROYAL A'Famosa Melaka Resort:

- Google Maps: <https://www.google.com/maps?q=2.444481,102.209488>
- Waze: <https://waze.com/ul?ll=2.444481,102.209488&navigate=yes>

APPOINTMENT OF PROXY OR ATTORNEY OR AUTHORISED REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate at the 11th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Wednesday, 28 May 2025 at 10.30 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

The proxy form must be deposited with the Share Registrar of the Company 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 located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic means

The proxy form can be submitted electronically with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Proxy Form section as set out below for further information.

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

If you wish to participate in the 11th AGM, please do not submit any proxy form for the 11th AGM. You will not be allowed to participate in the 11th AGM together with the proxy(ies) appointed by you. If your shares are registered under more than one CDS account, you will attend as one shareholder for all the CDS accounts registered under your name. You are not allowed to attend as shareholder for certain CDS accounts under your name and also appoint proxies for your other CDS accounts.

If you have submitted your proxy form prior to the 11th AGM, and subsequently decide to attend the 11th AGM in person, please proceed to the Help & Information Desk to revoke the appointment of your proxy(ies) before registration.

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 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 located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than 48 hours before the time appointed for holding the 11th AGM or adjourned general meeting at which the person named in the appointment proposes to vote. 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** certificate of appointment with the Share Registrar of the Company 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 located at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia to

participate in the 11th 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, one 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.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor’s TIIH Online website are summarised below:-

Procedure	Action
i. Steps for individual shareholders	
a. Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer or smartphone, please access the website at https://tiih.online. • Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please do 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.
b. Proceed with submission of proxy form	<ul style="list-style-type: none"> • After the release of the Notice of 11th AGM by the Company, login with your username (i.e. e-mail address) and password. • Select the corporate event: “LEONG HUP INTERNATIONAL BERHAD 11th AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and 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 the Chairperson as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes. • Review and confirm your proxy(ies) appointment. • Print the proxy form for your record.
ii. Steps for corporation or institutional shareholders	
a. Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by “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 e-mail

Procedure	Action
	<p>within 1 to 2 working days.</p> <ul style="list-style-type: none"> • Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p><i>Note: The representative of a corporation or institutional shareholder 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 at https://tiih.online. • Select the corporate event: “LEONG HUP INTERNATIONAL BERHAD 11th 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 therein. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Submit the proxy appointment file. • 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.

ENQUIRY

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

Tricor Investor & Issuing House Services Sdn. Bhd.

Registration No. 197101000970 (11324-H)

General Line : +603-2783 9299

Fax Number : +603-2783 9222

E-mail : is.enquiry@vistra.com

Contact Person : (i) Zulhafri Abdul Rahman
+603-2783 9289 (zulhafri@vistra.com)

(ii) Zaqwan Syahmi Sarman
+603-2783 9283 (zaqwan.syahmi@vistra.com)