

## **ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”) OF LEONG HUP INTERNATIONAL BERHAD**

Day and Date : Friday, 31 May 2024  
Time : 12.00 noon or immediately upon the conclusion or adjournment (as the case may be) of the 10th Annual General Meeting of the Company which has been scheduled to be held in the same manner on the same day at 11.00 a.m. or any adjournment thereof.  
Online Meeting Platform : **TIIH Online** website at <https://tiih.online>

### **FULLY VIRTUAL EXTRAORDINARY GENERAL MEETING**

The EGM of the Company will be conducted fully virtual through **live streaming from the online meeting platform** and online remote voting via the Remote Participation and Voting (“RPV”) facilities via TIIH Online provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its website at <https://tiih.online>.

### **GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

For the purposes of determining a member who shall be entitled to attend the EGM, the Company shall be requesting a General Meeting ROD as at 24 May 2024. Members whose names appear in the General Meeting ROD shall be entitled to attend, participate, speak and vote at the EGM or appoint proxies or corporate representatives to attend and/or vote on their behalf.

### **REMOTE PARTICIPATION AND VOTING FACILITIES**

Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using RPV facilities provided by Tricor via its TIIH Online website at <https://tiih.online>.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this EGM via RPV facilities must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV facilities at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV facilities section as set out below for further information.

Shareholders who are unable to participate in this EGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

### **PROCEDURES FOR RPV FACILITIES**

Shareholders/proxies/authorized representatives/attorneys who wish to participate in the EGM remotely using the RPV facilities are required to follow the requirements and procedures as summarised below:-

## Before the day of the EGM

| Procedure                              | Action   |
|--|--|
| a. Register as a user with TIIH Online | <ul style="list-style-type: none"><li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Register as a user under the “e-Services”, select the “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within 1 working day and you will be notified via e-mail.</li><li>• 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 remote participation is available for registration at TIIH Online.</li></ul>  |
| b. Submit your request for RPV         | <ul style="list-style-type: none"><li>• Registration is open from <b>Thursday, 16 May 2024</b> until the day of the EGM on <b>Friday, 31 May 2024</b>.</li><li>• Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV facilities.</li><li>• Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) LEONG HUP INTERNATIONAL BERHAD EGM 2024</b>”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select “Register for Remote Participation and Voting”.</li><li>• Review your registration and proceed to register.</li><li>• TIIH Online system will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the General Meeting ROD as at 24 May 2024 TIIH Online system will send you an e-mail on or after 29 May 2024 to approve or reject your registration for remote participation.</li></ul> <p><i>Note: Please allow sufficient time for the approval of new user of TIIH Online as well as registration for the RPV.</i></p> |

## On the day of the EGM

| <b>Procedure</b>                      | <b>Action</b>  |
|---------------------------------------|--|
| c. Login to TIH Online                | <ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the EGM on <b>Friday, 31 May 2024 at 12 p.m.</b> or immediately upon the conclusion or adjournment (as the case may be) of the 10th Annual General Meeting of the Company which has been scheduled to be held in the same manner on the same day at 11.00 a.m. or any adjournment thereof.</li></ul> <p><i>Note: Shareholders/proxies/authorized representatives/attorneys who also attending the 10th AGM must log out from the RPV system and re-login for the EGM when the 10th AGM concludes.</i></p>   |
| d. Participate through Live Streaming | <ul style="list-style-type: none"><li>• Select the corporate event: “<b>(LIVE STREAM MEETING) LEONG HUP INTERNATIONAL BERHAD EGM 2024</b>” to engage in the proceedings of the EGM remotely.</li><li>• If you have any question for the Chairperson/Board of Directors (“Board”), you may use the Query Box to transmit your question. The Chairperson/Board will endeavor to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be published in the corporate website earliest possible, after the meeting.</li></ul>  |
| e. Online remote voting               | <ul style="list-style-type: none"><li>• Voting session commences from <b>12.00 p.m.</b> on <b>Friday, 31 May 2024</b> or immediately upon the conclusion or adjournment (as the case may be) of the 10th Annual General Meeting of the Company which has been scheduled to be held in the same manner on the same day at 11.00 a.m. or any adjournment thereof until a time when the Chairperson announces the end of the voting session of the EGM.</li><li>• Select the corporate event: “<b>(REMOTE VOTING) LEONG HUP INTERNATIONAL BERHAD EGM 2024</b>”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul> |
| f. End of remote participation        | <ul style="list-style-type: none"><li>• Upon the announcement by the Chairperson on the closure of the EGM, the live streaming will end.</li></ul>   |

### **Note to users of the RPV facilities:**

1. Should your application to join the EGM be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIH Online 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 stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tih.online@my.tricorglobal.com](mailto:tih.online@my.tricorglobal.com) for assistance.

## APPOINTMENT OF PROXY OR ATTORNEY OR AUTHORISED REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV facilities at the EGM 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, 29 May 2024 at 12.00 p.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, Tricor 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 Customer Service Centre at Unit G-3, 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://tiah.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 EGM, please do not submit any Proxy Form for the EGM. You will not be allowed to participate in the EGM together with the proxy(ies) appointed by you.

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, Tricor 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 Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Wednesday, 29 May 2024 at 12.00 p.m.** to participate via RPV facilities in the EGM. 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, Tricor 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 Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia to participate via RPV facilities in the EGM. 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 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  |
|---|---|
| <b>i. <u>Steps for individual shareholders</u></b>                    |   |
| a. Register as a User with TIIH Online                                | <ul style="list-style-type: none"> <li>Using your computer or smartphone, please access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a user under the “<b>e-Services</b>” by selecting “<b>Create Account by Individual Holder</b>”. 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 Proxy Form                              | <ul style="list-style-type: none"> <li>After the release of the Notice of EGM by the Company, login with your username (i.e. e-mail address) and password.</li> <li>Select the corporate event: “<b>LEONG HUP INTERNATIONAL BERHAD EGM 2024 - SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the Terms and 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>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy.</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 the proxy form for your record.</li> </ul>   |
| <b>ii. <u>Steps for corporation or institutional shareholders</u></b> |   |
| a. Register as a User with TIIH Online                                | <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 shareholder selects the “<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 e-mail within 1 to 2 working days.</li> <li>Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.</li> </ul> <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   | <ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate event: “<b>LEONG HUP INTERNATIONAL</b>”</li> </ul>  |

| Procedure  | Action  |
|------------|---|
| Proxy Form | <p data-bbox="555 237 1318 271"><b>BERHAD EGM 2024 - SUBMISSION OF PROXY FORM</b>".</p> <ul data-bbox="501 275 1394 607" style="list-style-type: none"> <li data-bbox="501 275 1394 338">• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li data-bbox="501 342 1394 405">• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li data-bbox="501 409 1394 472">• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li data-bbox="501 477 1394 510">• Submit the proxy appointment file.</li> <li data-bbox="501 515 1394 548">• Proceed to upload the duly completed proxy appointment file.</li> <li data-bbox="501 553 1394 586">• Select "<b>Submit</b>" to complete your submission.</li> <li data-bbox="501 591 1394 624">• Print the confirmation report of your submission for your record.</li> </ul> |

## DOCUMENTS IN RELATION TO EGM

The following documents are available at the Company's website at <https://www.leonghupinternational.com/investor/generalmeeting/>:

- (a) EGM Circular (16 May 2024)
- (b) Notice of EGM
- (c) Proxy Form
- (d) Administrative Guide for EGM

You may request for printed copy of the Circular to Shareholders via TIIH Online at <https://tiih.online> by selecting "Request for Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/email to the Share Registrar at the number/email address stated below.

## PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the EGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Wednesday, 29 May 2024 at 12.00 p.m.** The Board will endeavor to answer the questions received at the EGM.

## **POLL VOTING**

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of **electronic voting (e-voting)**.

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from the commencement of the EGM at **12.00 p.m.** on **Friday, 31 May 2024** or immediately upon the conclusion or adjournment (as the case may be) of the 10th Annual General Meeting of the Company which has been scheduled to be held in the same manner on the same day at 11.00 a.m. or any adjournment thereof but before the end of the voting session which will be announced by the Chairperson of the meeting. Kindly refer to item (e) of the above Procedures for RPV facilities for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairperson's declaration whether the resolutions are duly passed.

## **DOOR GIFT/ VOUCHER**

There will be no door gifts or vouchers for shareholders/proxies/authorised representatives/attorneys who participate in the EGM.

## **NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the EGM.

## **ENQUIRY**

If you have any enquiries on the above, please contact Tricor 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.**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
E-mail : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)