

S P SETIA BERHAD

(197401002663 (19698-X))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

FIFTY FIRST (“51ST”) ANNUAL GENERAL MEETING (“AGM”) OF S P SETIA BERHAD (“THE COMPANY”)

Date : **Thursday, 23 April 2026**
Time : **10.00 a.m.**
Venue : **Main Venue**
Function Room 1,
Setia City Convention Centre,
No. 1, Jalan Setia Dagang AG U13/AG,
Setia Alam, Seksyen U13,
40170 Shah Alam,
Selangor Darul Ehsan

AGM Online Platform

Vistra Share Registry and IPO (MY) portal (“The Portal”) at <https://srmy.vistra.com> with Remote Participation and Voting (“RPV”) facilities

1. MODE OF MEETING

- The 51st AGM of the Company will be held **via hybrid mode** as stated above.

2. GENERA MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the ROD as at 15 April 2026 shall be entitled to attend, speak and vote at the AGM or appoint proxy(ies) to attend and/or vote on his/her behalf.

3. REGISTRATION FOR PHYSICAL ATTENDANCE AT THE 51ST AGM

Pre-registration is not required if you are to attend the 51st AGM physically at the Main Venue. Please take note of the following notes for your physical attendance:

- Registration will start at **8.00 a.m.** at the **foyer of Function Room 1, First Floor of SCCC** and will end at a time as directed by the Chairman of the meeting.
- Please produce your original Identity Card (“IC”) to the registration clerks for verification and please make sure you collect your IC thereafter.
- Upon registration, you will be given an identification tag which has personalised passcode, so please retain the same for entry to **Function Room 1 of SCCC** and for voting at the 51st AGM of the Company. There will be no replacement in the event that you lose or misplace your identification tag.
- If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counters at the **foyer of Function Room 1, First Floor of SCCC**.

4. REGISTRATION FOR VIRTUAL ATTENDANCE AT THE 51ST GM

Members who are unable to attend the 51st AGM physically at the meeting venue will have the option to attend remotely by using RPV facilities via The Portal at <https://srmy.vistra.com>. Kindly refer to the following steps:

Procedure	Action
<p>(a) Register as a user at The Portal</p> <p><i>(If you are an existing user with The Portal or had registered with TIIH Online portal previously, you are not required to register again. You will automatically receive a notification once the remote participation is available for registration at The Portal.)</i></p>	<ul style="list-style-type: none"> • Visit the website at https://srmy.vistra.com. • Click “Register” and select “Individual Holder” and complete the New User Registration Form. • For guidance, you may refer to the tutorial guide available on the homepage. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. • Once you received the confirmation, activate your account by creating your password.
<p>(b) Pre-register your attendance for the 51st AGM</p>	<ul style="list-style-type: none"> • Shareholder(s), proxy(ies), corporate representative(s) and attorney(s) are required to pre-register their attendance for the 51st AGM for verification of his/her eligibility to attend the 51st AGM based on the General ROD as at 15 April 2026. • The pre-registration is open from the date of the Notice of 51st AGM on 25 March 2026 until the date of 51st AGM on Thursday, 23 April 2026. • Login with your username (i.e. email address) and password and select the corporate event: “S P SETIA BERHAD 51ST AGM”. • Navigate to the three (3)-dots menu on the right side of the corporate event and choose “Registration”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Review your details and proceed to submit your registration. Refer to “Submission History” for registration record. • Your registration will be verified against the ROD as at 15 April 2026. • Once approved, you will receive an email confirming your registration for remote participation together with details on RPV procedures. • If your registration is not approved, you will also receive an email notification. <p>PLEASE NOTE: <i>New users of The Portal are advised to allow sufficient time for registration approval process to ensure successful log in and participation in the 51st AGM.</i></p>

(c) Participate through live streaming on the 51 st AGM Day	<ul style="list-style-type: none"> • Login with your username (i.e. email address) and password for remote participation at the 51st AGM at any time from 9.00 a.m. i.e. one (1) hour before the commencement of the 51st AGM at 10.00 a.m. on Thursday, 23 April 2026. • Select the corporate event: “S P SETIA BERHAD 51ST AGM” to engage in the 51st AGM proceedings remotely. • If you have any question for the Chairman/Board, you may use the Query Box to transmit your question. The Chairman/Board will try to respond to questions submitted by you during the 51st AGM. If the questions are received late after the Questions & Answers session, the responses will be emailed to you after the meeting. • Please note that 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.
(d) Online Remote Voting	<ul style="list-style-type: none"> • The voting session commences from 10.00 a.m. on Thursday, 23 April 2026 until a time when the Chairman announces the end of the session. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.

5. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

- Shareholders who wish to appoint proxy(ies) to attend the 51st AGM of the Company must ensure that the duly executed Form of Proxy are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) no later than **Tuesday, 21 April 2026 at 10.00 a.m.**
- The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-
 - In hard copy form**
In the case of an appointment made in hard copy form, the Form of Proxy 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, 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.
 - By electronic form**
The Form of Proxy can be electronically lodged with Tricor via The Portal at <https://srmy.vistra.com>. Kindly refer to the below procedures for electronic lodgement of proxy form via The Portal:-

Procedure	Action
i. <u>Steps for Individual Members</u>	
(a) Register as a User with The Portal	<ul style="list-style-type: none"> • Please follow the steps to register as a user to The Portal as mentioned above in item 4(a).

(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to The Portal at https://srmy.vistra.com with your username (i.e. email address) and password. • Select the corporate event: “S P SETIA BERHAD 51ST AGM”. • Navigate to the three (3)-dots menu of the right side of corporate event and choose “Submission of Proxy Form” • Read and agree to the Terms & Conditions and confirm the Declaration. • 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 Chairman of the Meeting 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 Form of Proxy for your record.
ii. Steps for Corporation or Institutional Members		
(a)	Register as an User with The Portal	<ul style="list-style-type: none"> • Visit the website at https://srmy.vistra.com. • Click “Register” and selects “Representative of Corporate Holder” and complete the New User Registration Form. • Complete the registration form with your personal details and upload the required documents. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your 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 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"> • Login to The Portal at https://srmy.vistra.com with your username (i.e. email address) and password. • Select the corporate event: “S P SETIA BERHAD 51ST AGM”. • Navigate to the icon “>” on the right side of the corporate event. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the corporate holder’s name • Proceed to download the submission file. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Confirm” to complete your submission. • Print the confirmation report of your submission for your record.
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- Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.
- 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, 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 not later than Tuesday, 21 April 2026 at 10.00 a.m.** to attend the 51st AGM of the Company. 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 **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, 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 not later than Tuesday, 21 April 2026 at 10.00 a.m.** to attend the 51st AGM of the Company. 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.

6. VOTING AT THE 51ST AGM OF THE COMPANY

- The voting at the 51st AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- Shareholders can proceed to vote on the resolutions at any time from the declaration by the Chairman of the Meeting but before the end of the voting session, which will be announced by the Chairman of the Meeting.

- Upon completion of the voting session for the 51st AGM of the Company, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.
- 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) and Coopers Professional Scrutineers Sdn Bhd as scrutineers to verify the poll results.
- **For physical attendees**, each shareholder/proxy will be directed to the e-voting counter or kiosk for voting using tablet where he/she must produce the identification tag issued to him/her during registration for the 51st AGM of the Company. Voting can also be done using your own smartphone device by scanning the meeting QR code provided at the Main Venue in order to access to The Portal for voting purpose.
- **For remote participants**, please refer to the Item 4(d) above.

7. PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARDS OF DIRECTORS

- Shareholders may submit questions for the Board in advance of the 51st AGM via The Portal at <https://srmy.vistra.com> by logging in to The Portal.
- Select the corporate event: "**S P SETIA BERHAD 51ST AGM**".
- Navigate to the three (3)-dots menu on the right side of the corporate event and choose "**Submission of Question**".
- Pose and submit questions electronically **no later than Friday, 17 April 2026 at 6.00 p.m.** The Board will endeavour to answer the questions received at the 51st AGM.

8. RECORDING OR PHOTOGRAPHY

- **Unauthorised recording or photography** of the proceedings of the 51st AGM of the Company **are strictly not allowed**.

9. HEALTH AND SAFETY MEASURES

- All physical attendees at the Main Venue must be medically fit to attend the 51st AGM. Attendees are encouraged to wear a mask during the meeting if experiencing symptoms such as sore throat, flu, fever or cough or alternatively, to participate in the 51st AGM virtually.
- The Company will take the necessary measures against any of the attendees who do not meet the health protocols.

10. PARKING

- Parking is free and you are advised to park your vehicle at the car park of Setia City Convention Centre ("SCCC"). Please bring along the parking ticket to be validated at the Help Desk which will be located at the **foyer of Function Room 1, First Floor of SCCC**.

11. FOOD AND BEVERAGES

- Breakfast will be served **from 8.00 a.m. to 9.30 a.m.** at the **foyer of Function Room 8, First Floor of SCCC**. Lunch will be served upon conclusion of the 51st AGM of the Company or as directed by the Chairman of the Meeting at the **Function Room 8, First Floor of SCCC**.

12. ENQUIRY

- If you have any enquiries on the above, 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

Email : is.enquiry@vistra.com

Contact Persons

- Mr. Harraz Iman : +603-2783 9242

- Mr. Ali Iqram Haziq : +603-2783 9145

- Ms. Vivien Khoh : +603-2783 9250