



## LAY HONG BERHAD

Registration No. 198301011738 (107129-H)  
(Incorporated in Malaysia)

### 41ST ANNUAL GENERAL MEETING (41ST AGM)

#### ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Thursday, 25 September 2025	11.00 a.m.	Ballroom 1&2, Level 1, Wyndham Acmar Klang Hotel, No. 1-G-1, Persiaran Bukit Raja 2/KU1, Bandar Baru Klang, 41150 Klang, Selangor Darul Ehsan

#### REGISTRATION AT THE 41ST AGM

- (a) Registration will commence at 10.00 a.m. (or if earlier as may be determined by the Company) and will end at a time as directed by the Chairman of the Meeting.
- (b) Kindly present your original MyKad or passport (for Non-Malaysian) to the registration personnel at the registration counter for verification.
- (c) Upon verification, you are required to sign the Attendance List and will be given a wristband for entry to the meeting venue. There will be no replacement of wristband in the event you lose or misplace the wristband.
- (d) Registration on behalf of another person even with his/her original MyKad or passport is strictly **NOT ALLOWED**.
- (e) If you are attending the 41st AGM as shareholder as well as proxy, you will be registered once and will only be given one wristband.

#### ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as of 17 September 2025 shall be eligible to participate in the 41st AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the Form of Proxy and/or document(s) relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 41st AGM shall be deposited at the registered office at DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan no later than **Tuesday, 23 September 2025 at 11.00 a.m.** The procedures and requisite documents to be submitted by the respective members are summarised below:

#### (I) For Individual Members

If an individual member is unable to participate in the 41st AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

#### (II) For Corporate Members

Corporate members through the appointment of corporate representative(s) or proxy(ies) who wish to participate and vote at the 41st AGM is required to deposit the following documents to the registered office at DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan no later than **Tuesday, 23 September 2025 at 11.00 a.m.:**

- (a) Certificate of appointment of its Corporate Representative or Form of Proxy under the seal of the corporation;
- (b) Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
- (c) Corporate Representative's or proxy's email address and mobile phone number.

If a corporate member through the appointment of corporate representative(s) or proxy(ies) is unable to participate in the 41st AGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

### **(III) For Institutional Members**

The beneficiaries of the shares under a Nominee Company's CDS account (Institutional Member(s)) who wish to participate and vote at the 41st AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote at the 41st AGM. The Nominee Company is required to deposit the following documents to the registered office at DF2-09-02, Level 9, Persoft Tower, 6B, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan no later than **Tuesday, 23 September 2025 at 11.00 a.m.:**

- (a) Form of Proxy under the seal of the Nominee Company;
- (b) Copy of the proxy's MyKad (front and back)/Passport; and
- (c) Proxy's email address and mobile phone number.

If an Institutional Member is unable to participate in the 41st AGM, the Institutional Member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

### **REVOCATION OF PROXY**

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the 41st AGM and subsequently decides to personally participate in the 41st AGM, the Shareholder must contact the registered office to revoke the appointment of his/her proxy no later than **Tuesday, 23 September 2025 at 11.00 a.m.**

### **VOTING AT MEETING**

The voting at the 41st AGM will be conducted on a poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"). The Company has appointed Securities Services (Holdings) Sdn. Bhd. as the Poll Administrator and Commercial Quest Sdn. Bhd. as Scrutineers to verify the poll results.

Shareholder(s)/proxy(ies)/corporate representative(s) can proceed to vote on the resolution before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the voting session announced by the Chairman of the Meeting.

The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution tabled for voting is duly passed or otherwise.

### **RESULTS OF THE VOTING**

The resolution proposed at the 41st AGM and the results of the voting for the same will be announced at the 41st AGM and subsequently via an announcement made by the Company through Bursa Securities at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **NO RECORDING OR PHOTOGRAPHY**

By participating at the 41st AGM, you agree that no part of the 41st AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

## **OTHER INFORMATION FOR ATTENDEES AT THE 41ST AGM**

- (a) **Parking**
  - Parking bays using cashless payment method are available at the **BASEMENT** of meeting venue. Tap your Touch 'n Go, debit or credit card to enter the carpark.
  - The Company will cover parking charges exclusively for vehicles parked in the basement car park of the meeting venue only.
- (b) **Food & Gift**

Relevant information, if applicable, will be communicated on the day of the meeting.
- (c) **Health and Safety Measures**

Although wearing of face mask in an enclosed area is now optional, you are encouraged to wear your face mask throughout the meeting session.

## **ENQUIRY**

If you have any enquiry on the above, please contact the following officers during office hours from 9.00 a.m. to 5.30 p.m. on Monday to Friday (except public holidays):

### **Securities Services (Holdings) Sdn. Bhd.**

Name : Mr. Wong Piang Yoong / Puan Nurhayati Ang / Ms. Jasmine Lim Mei Chen  
Telephone : 03-2084 9168 / 03-2084 9162 / 03-2084 9006  
Email : [info@sshshb.com.my](mailto:info@sshshb.com.my)