Administrative Guide
For the Extraordinary General Meeting ("EGM")

Date	:	Tuesday, 11 June 2024
Time	:	10:00 a.m.
Meeting Venue	:	Online Meeting Platform via Vote2U at https://web.vote2u.my
Domain Registration Numbers with MYNIC	:	D6A471702
Broadcast Venue	:	Unit 8-5, Kompleks Komersil Akasa, Jalan Akasa, Akasa Cheras Selatan, 43300 Seri Kembangan, Selangor Darul Ehsan

The EGM of K. Seng Seng Corporation Berhad ("**KSSC**" or "**the Company**") will be conducted virtually through live streaming and online remote voting using Remote Participation and Voting ("**RPV**") facilities provided by Vote 2U via online platform at https://web.vote2u.my.

Shareholders whose names appear on the Record of Depositors ("**ROD**") as at 4 June 2024 shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Digital Solutions Sdn. Bhd. ("**AGMO**") via its **Vote2U Online** website at https://web.vote2u.my.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the Procedure to Participate in RPV as summarized below:

BEFORE EGM DAY

A: REGISTRATION

Individual Shareholders

Description	Procedure
i. Shareholders to register with Vote2U online	The registration will open from the day of notice a. Access website at https://web.vote2u.my b. Click "**Sign Up**" to sign up as a user. c. Read and indicate your acceptance of the 'Privacy Policy' and 'Terms & Conditions' by clicking on a small box. Then select "**Next**". d. Fill-in your details – (i) ensure your email address is valid & (ii) create your own password. Then select "**Continue**". e. Upload a clear copy of your MYKAD for Malaysian (front only) or Passport for non-Malaysian (page with photo). f. Registration as user completed. g. The registration will be verified and an email notification will be sent to your registered email address in due course. Note: If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.

B: REGISTER PROXY

Individual Shareholder / Corporate Shareholder / Nominees Company

Description	Procedure
i. Submit Form of Proxy (hardcopy) - Individual Shareholders - Corporate Shareholders - Authorised Nominee - Exempt Authorised Nominee	a. Fill-in details of the Proxy Form by providing the following information: Proxy(ies) & Corporate Representative • Name • Number of MYKAD for Malaysian or passport for non-Malaysian • Address and email address – ensure email address is valid b. Corporate Representative only – deposit the hard copy of Proxy Form with Corporation's Common Seal or Under the hand of an officer or attorney so authorized to the address as stated on the Proxy Form. c. Individual shareholders, authorized nominee and exempt authorized nominee – deposit the hard copy Proxy Form to be address as stated on the Proxy Form. d. Submitted Proxy Form will be verified. e. After verification, proxy(ies) and corporate representative will receive an email notification with temporary credentials, i.e. email address & password, to log in to Vote 2U.

Shareholders who appoint Proxy(ies) to participate the virtual EGM must ensure that the hardcopy Form of Proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

ON EGM DAY

1.	Log in to https://web.vote2u.my with your registered email address and password. For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.
2.	Vote 2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3.	When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

	Description	Procedure
i.	Livestream	a. Select "**Watch Live**" button to view the livestream. The Chairman of the general meeting / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the EGM.
ii.	Ask Question (real-time)	a. Select "**Ask Question**" button to pose a question. b. Type in your question and select "**Submit**". Note: The Chairman of the general meeting / Board of Director will endeavor to respond to questions submitted by remote shareholders, proxies and corporate representatives during the meeting.
iii.	Remote Voting	a. On the main page, scroll down and select "**Confirm Details & Start Voting**". b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select "**Next**" to continue voting for all resolutions. c. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select "**Confirm**" to submit your vote. Note: Once you have confirmed and submitted your votes, you are not able to change your voting choices.
iv.	View Voting Results	a. On the main page, scroll down and select "**View Voting Results**".
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the Poll Administrator to conduct the polling process and Aegis Communication Sdn. Bhd. as the Independent Scrutineers to verify the results of the poll.

Upon completion of the voting session for the EGM, the Independent Scruitineers will verify the poll results by the Chairman's declaration whether the resolutions are duly passed.

No Recording or Photography

Unauthorised recording and photography of the proceedings of the EGM are strictly prohibited.

No Door Gift or e-Voucher or Food Voucher

There will be no e-Voucher, gift or food voucher given at this EGM.

Enquiry

a. For enquiries relating to the general meeting, please contact our **Investor Relation** during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

   Email: _____

b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

   Telephone Number : 03-7664 8520 / 03-7664 8521
   Email : vote2u@agmostudio.com