

## ADMINISTRATIVE GUIDE

### ADMINISTRATIVE GUIDE FOR THE TWENTY-NINTH ANNUAL GENERAL MEETING (“29<sup>TH</sup> AGM”) OF EUROSPAN HOLDINGS BERHAD

<b>Date</b>	<b>: Wednesday, 27 November 2024</b>
<b>Time</b>	<b>: 11.00 a.m.</b>
<b>Broadcast Venue</b>	<b>: Conference Room, 29<sup>th</sup> Floor, Menara JKG, No. 282, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia</b>

#### MODE OF MEETING

To facilitate greater shareholders’ participation, the 29<sup>th</sup> AGM of the shareholders of the Company will be conducted fully virtual through live streaming and online remote voting via the Remote Participation and Voting Facilities (“RPV”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. No shareholders/proxies from the public shall be physically present at nor admitted to the Broadcast Venue on the day of the 29<sup>th</sup> AGM.

#### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, communicate by posing questions to the Board via real time submission of typed texts and vote remotely (“participate”) at the 29<sup>th</sup> AGM using the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its TIIH Online website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 29<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited either in a hard copy form or by electronic means with Tricor no later than **25 November 2024 at 11.00 a.m.**

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **25 November 2024 at 11.00 a.m.** to participate via RPV in the 29<sup>th</sup> AGM.

Authorised representatives of corporate members must deposit their original certificate of appointment of authorised representative with Tricor.

A shareholder who has appointed a proxy or attorney or authorised representative to participate in the 29<sup>th</sup> AGM via RPV must request his/her proxy or attorney or authorized representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 29<sup>th</sup> AGM is a fully virtual AGM, members who are unable to participate in the 29<sup>th</sup> AGM 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/attorney/authorised representatives who wish to participate at the 29<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

<b>Procedure</b>	<b>Action</b>
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##### BEFORE THE 29<sup>TH</sup> AGM

1. Register as a user with TIIH Online
  - Using your computer, access the website at <https://tiih.online>. Register as a user under the “**e-Services**” select “**Create Account by Individual Holder**”. Refer to the tutorial guide posted on the homepage for assistance.
  - Registration as a user will be approved within one (1) working day and you will be notified via e-mail.
  - 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 the remote participation is available for registration at TIIH Online.

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### ADMINISTRATIVE GUIDE FOR THE TWENTY-NINTH ANNUAL GENERAL MEETING ("29<sup>TH</sup> AGM") OF EUROSPAN HOLDINGS BERHAD (CONT'D)

Procedure	Action
<b>BEFORE THE 29<sup>TH</sup> AGM (CONT'D)</b>	
2. Submit your Request to Attend 29 <sup>TH</sup> AGM remotely	<ul style="list-style-type: none"><li>• Registration is open from <b>Monday, 30 September 2024</b> until the day of <b>29<sup>th</sup> AGM on Wednesday, 27 November 2024</b>. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 29<sup>th</sup> AGM to ascertain their eligibility to participate the 29<sup>th</sup> AGM using the RPV.</li><li>• Login with your user ID and password and select the corporate event: "<b>(REGISTRATION) EUROSPAN HOLDINGS BERHAD 29<sup>TH</sup> AGM</b>".</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select "<b>Register for Remote Participation and Voting</b>".</li><li>• Review your registration and proceed to register.</li><li>• 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 Record of Depositors as at 20 November 2024, the system will send you an e-mail after 25 November 2024 to approve or reject your registration for remote participation.</li></ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>ON THE 29<sup>TH</sup> AGM DAY</b>	
1. Login to TIIH Online	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the 29<sup>th</sup> AGM at any time from <b>10.00 a.m.</b> i.e. 1 hour before the commencement of the 29<sup>th</sup> AGM on <b>Wednesday, 27 November 2024 at 11.00 a.m.</b></li></ul>
2. Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: "<b>(LIVE STREAMING MEETING) EUROSPAN HOLDINGS BERHAD 29<sup>TH</sup> AGM</b>" to engage in the proceedings of the 29<sup>th</sup> AGM remotely.</li><li>• If you have any question for the Chairperson/Board, you may use the Query Box to transmit your question. The Chairperson/Board will endeavor to respond to relevant questions submitted by remote participants during the 29<sup>th</sup> AGM.</li></ul>
3. Online Remote Voting	<ul style="list-style-type: none"><li>• Voting session commences from <b>11.00 a.m. on Wednesday, 27 November 2024</b> until a time when the Chairperson announces the completion of the voting session of the 29<sup>th</sup> AGM.</li><li>• Select the corporate event: "<b>(REMOTE VOTING) EUROSPAN HOLDINGS BERHAD 29<sup>TH</sup> AGM</b>" or if you are on the live stream meeting page, you can select "<b>GO TO REMOTE VOTING PAGE</b>" button below the Query Box.</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>
4. End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairperson on the closure of the 29<sup>th</sup> AGM, the live streaming will end.</li></ul>

#### Notes to users of the RPV:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.

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### ADMINISTRATIVE GUIDE FOR THE TWENTY-NINTH ANNUAL GENERAL MEETING (“29<sup>TH</sup> AGM”) OF EUROSPAN HOLDINGS BERHAD (CONT’D)

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 streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616/011-40803168/011-40803169/011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### ELECTRONIC LODGEMENT OF PROXY FORM

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

Procedure	Action
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#### STEPS FOR INDIVIDUAL SHAREHOLDERS

1. Register as a User with TIIH Online
  - Using your computer, access the website at <https://tiih.online>. Register as a user under the “**e-Services**”. Please 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.
2. Proceed with submission of Proxy Form
  - After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.
  - Select the corporate event: **EUROSPAN HOLDINGS BERHAD 29<sup>TH</sup> 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(s) to vote on your behalf.
  - Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.
  - Review and confirm your proxy(s) appointment.
  - Print the Proxy Form for your record.

#### STEPS FOR CORPORATE OR INSTITUTIONAL SHAREHOLDERS

1. Register as a User with TIIH Online
  - Access TIIH Online at <https://tiih.online>.
  - Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “**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 within one (1) to two (2) working days.
  - Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.

**Note:**

*The representative of a corporation or institutional shareholder must register as a user first in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Poll Administrator if you need clarifications on the user registration.*

## ADMINISTRATIVE GUIDE

### ADMINISTRATIVE GUIDE FOR THE TWENTY-NINTH ANNUAL GENERAL MEETING ("29<sup>TH</sup> AGM") OF EUROSPAN HOLDINGS BERHAD (CONT'D)

#### ELECTRONIC LODGEMENT OF PROXY FORM (CONT'D)

Procedure	Action
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#### STEPS FOR CORPORATE OR INSTITUTIONAL SHAREHOLDERS

2. Proceed with submission of Proxy Form
  - Login to TIIH Online at <https://tjih.online>.
  - Select the corporate exercise name: "**EUROSPAN HOLDINGS BERHAD 29<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM**".
  - Agree to the Terms & Conditions and 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 proxies by inserting the required data.
  - Submit the proxy appointment file.
  - Login to TIIH Online, select corporate exercise name: "**EUROSPAN HOLDINGS BERHAD : SUBMISSION OF PROXY FORM**".
  - 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.

#### NO REFRESHMENT VOUCHER/ DOOR GIFT

There will be no distribution of refreshment voucher or door gift for the 29<sup>th</sup> AGM.

The Board of Directors of Eurospan Holdings Berhad would like to thank all its shareholders for their co-operation and understanding in these challenging times.

#### ENQUIRY

If you have any enquiries on the above, please contact our Poll Administrator 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

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)