

ADMINISTRATIVE GUIDE

FOR THE SEVENTEENTH ANNUAL GENERAL MEETING

Date and Time : Friday, 22 September 2023 at 10.00 a.m.
Venue : Botanic Room, Botanic Resort Club, No. 1, Jalan Ambang Botanic, Bandar Botanic, 41200
Klang, Selangor

REGISTRATION

1. The registration will commence at 9.00 a.m. on Friday, 22 September 2023 and will remain open until the conclusion of the Seventeenth Annual General Meeting or such time may be determined by the Chairman of the Meeting.
2. Please present your original Identification Card (MYKAD) or passport (for Non-Malaysian) to the registration staff for registration.
3. Please note that no person will be allowed to register on behalf of another person, even with the original MYKAD or passport of that person.
4. Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given identification wristbands for voting purposes.

PROXY APPOINTMENT

You may submit your proxy form at the Company's Share Registrar's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur or alternatively to submit your proxy appointment electronically via TIIH Online website at <https://tiih.online> website not less than forty-eight (48) hours before the time appointed for holding the Seventeenth Annual General Meeting or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGMENT OF PROXY FORM

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

Procedure	Action
i. Steps for individual shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none">• Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services". Please do 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.
Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password.• Select the corporate event: "SUPERLON HOLDINGS BERHAD 17TH AGM – SUBMISSION OF PROXY FORM".• Read and agree to the Terms & Conditions and confirm the Declaration.• Insert your CDS account number and 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 Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.• Review and confirm your proxy(s) appointment.• Print proxy form for your record.

ADMINISTRATIVE GUIDE (CONT'D)

Procedure	Action
ii. Steps for corporate or institutional shareholders	
Register as a User With TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under the “e-Services”, the authorised or nominated representative of the corporate or institutional shareholder selects the “Sign Up” button and followed by “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 email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporate 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 Tricor Investor & Issuing House Services Sdn Bhd if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event: “SUPERLON HOLDINGS BERHAD 17TH AGM – SUBMISSION OF PROXY FORM” • Read and agree to the Terms & Conditions and confirm the 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. • Login to TIIH Online, select corporate event: “SUPERLON HOLDINGS BERHAD 17TH AGM – 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 record.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the Seventeenth Annual General Meeting, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **14 September 2023** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend or appoint proxies to attend on his/her behalf at the Seventeenth Annual General Meeting.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd		
Telephone Number	General Line	+603-2783 9299
Contact Person	Ms Nor Faeayzah	+603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Ms Nur Shafikah	+603-2783 9293 nur.shafikah@my.tricorglobal.com
	Mr Ashvinder Singh	+603-2783 7962 ashvinder.singh@my.tricorglobal.com
Fax Number	+603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	