

# ADMINISTRATIVE GUIDE

FOR THE EIGHTEENTH ANNUAL GENERAL MEETING ("18TH AGM") OF SUPERLON HOLDINGS BERHAD

**Date** : **Wednesday, 25 September 2024**  
**Time** : **10.00 a.m.**  
**Venue of Meeting** : **Botanic Room, Botanic Resort Club, No. 1, Jalan Ambang Botanic, Bandar Botanic, 41200 Klang, Selangor**

## 1. CORPORATE MEMBERS

- a. Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor").
- b. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Monday, 23 September 2024 at 10.00 a.m.** to attend and vote at the 18TH AGM.

## 2. GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

- a. Only a depositor whose name appears on the ROD as at **17 September 2024** shall be entitled to attend, participate, speak and vote at the 18TH AGM or appoint proxies to attend and/or vote on his/her behalf.

## 3. PROXY

- a. You may also submit the Form of Proxy electronically via **TIIH Online** website at <https://tiih.online> no later than **Monday, 23 September 2024 at 10.00 a.m.**
- b. Alternatively, you may submit your Original Form of Proxy to Tricor'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 alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 18TH AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

## 4. ELECTRONIC LODGEMENT OF FORM OF PROXY

- a. The procedures to lodge your Form of Proxy electronically via Tricor's **TIIH Online** website are summarised below:

Procedure	Action
<b>1. Steps for Individual Members</b>	
(a) Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"><li>• Please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Select the "<b>Sign Up</b>" button and followed by "<b>Create Account by Individual Holder</b>". Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with <b>TIIH Online</b>, you are not required to register again.</li></ul>
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• After the release of the Notice of the 18<sup>th</sup> AGM by the Company, login with your username (i.e. email address) and password.</li><li>• Select the corporate event: "<b>SUPERLON HOLDINGS BERHAD 18TH AGM – SUBMISSION OF FORM OF PROXY</b>".</li><li>• Read and agree to the terms and conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print Form of Proxy for your record.</li></ul>

## ADMINISTRATIVE GUIDE (CONT'D)

### 4. **ELECTRONIC LODGEMENT OF FORM OF PROXY (CONT'D)**

- a. The procedures to lodge your Form of Proxy electronically via Tricor's **TIIH Online** website are summarised below (Cont'd):

Procedure	Action
<b>2. Steps for Corporation or Institutional Members</b>	
(c) Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"><li>• Access <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects the "<b>Sign Up</b>" button and followed by "<b>Create Account by Representative of Corporate Holder</b>".</li><li>• Complete the registration form and upload the required documents.</li><li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li><li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li></ul> <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>
(d) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• Login to <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Select the corporate event: "<b>SUPERLON HOLDINGS BERHAD 18TH AGM – SUBMISSION OF FORM OF PROXY</b>".</li><li>• Read and agree to the terms and conditions and confirm the Declaration.</li><li>• Proceed to download the file format for "Submission of Form of Proxy" in accordance with the Guidance Note set therein.</li><li>• Prepare the file for the appointment of proxies by inserting the required data.</li><li>• Proceed to upload the duly completed proxy appointment file.</li><li>• Select "Submit" to complete your submission.</li><li>• Print the confirmation report of your submission for your record.</li></ul>

### 5. **POLL VOTING**

- a. The Voting at the 18TH AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. A Poll Administrator will conduct the poll by way of electronic voting and Scrutineers will verify the poll results.
- b. During the 18TH AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- c. Upon completion of the voting session for the 18TH AGM, the Scrutineers will verify the poll results for announcement by the Chairman, followed by the Chairman's declaration whether the resolutions are duly passed.

### 6. **ANNUAL REPORT 2024**

- a. The Company's Annual Report 2024 is available at the Company's website at [www.superlon.com.my](http://www.superlon.com.my).
- b. Should you require a printed copy of the Annual Report 2024, please request at our Share Registrar's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services" or kindly contact Tricor. Nevertheless, we encourage you to consider the environment before you decide to request for the printed copy.

**7. REGISTRATION**

- a. The registration will commence at 9.00 a.m. on Wednesday, 25 September 2024 and will remain open until the closing of the voting period for vote-counting or such time as may be determined by the Chairman of the meeting.
- b. Please present your original National Registration Identity Card ("NRIC") or passport (for non-Malaysian) to the registration staff for verification.
- c. Upon verification, you are required to write your name and sign the attendance list placed on the registration table. You will be given an identification wristband for voting purposes.
- d. No person will be allowed to register on behalf of another person even with the original NRIC or passport of the other person.

**8. HELP DESK**

- a. Please proceed to the Help Desk for any clarification or queries apart from registration details.
- b. The Help Desk will also handle revocation of proxy's appointment.

**9. RECORDING OR PHOTOGRAPHY**

- a. Strictly **NO** unauthorised recording or photography of the 18TH AGM proceedings is allowed.

**10. ENQUIRY**

If you have any enquiries on the above, please contact our Share Registrar 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.**

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