

# ADMINISTRATIVE GUIDE

## FOR THE 20<sup>TH</sup> ANNUAL GENERAL MEETING (“20<sup>TH</sup> AGM”) OF BENALEC HOLDINGS BERHAD (“BENALEC” OR “THE COMPANY”)

Date	:	Thursday, 28 May 2026
Time	:	10.00 a.m. (Malaysia time)
Venue	:	Topas Room, The Saujana Hotel Kuala Lumpur Jalan Lapangan Terbang SAAS 40150 Shah Alam, Selangor Darul Ehsan

### 1. Registration

- a. Registration will commence at 9.00 a.m. and the registration counter will be closed when the meeting commences.
- b. Please produce your original MyKad/Passport (for foreign shareholder) at the registration counter and make sure you collect your MyKad/Passport thereafter.
- c. Please note that no person will be allowed to register on behalf of another even with the original MyKad/Passport of that other person.
- d. After verification and registration, you will be given an identification wristband. If you are attending the meeting as a shareholder as well as proxy, you will be registered once and will only be given one (1) identification wristband to enter the meeting hall. There is no replacement in the event you lose/misplace the identification wristband.
- e. The Registration Counter will only handle verification of identity and registration. If you have any enquiry, please proceed to the Help Desk which is located next to the Registration Counter.

### 2. Appointment of Proxy(ies) or Attorney or Corporate Representative

- a. Only a member whose name appears on the Record of Depositors as at 21 May 2026 shall be entitled to attend, speak and vote at the 20<sup>TH</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on their behalf.
- b. Members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the proxy form.
- c. If you wish to participate in the 20<sup>TH</sup> AGM yourself, please do not submit any proxy form. You will not be allowed to participate in the 20<sup>TH</sup> AGM together with a proxy appointed by you.
- d. Proxy form and/or documents relating to the appointment of proxy/corporate representative/attorney for the 20<sup>TH</sup> AGM whether in hard copy or electronic means must be deposited or submitted in the following manner no later than **Tuesday, 26 May 2026 at 10.00 a.m.**, forty-eight (48) hours before the time for holding the meeting or at any adjournment thereof, otherwise the proxy form shall not be treated as valid:

- i. Hard copy

The proxy form must be deposited at the Share Registrar of the Company situated at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, **OR** alternatively, drop-in box provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

- ii. Electronic means

The proxy form can be electronically submitted via Vistra Share Registry and IPO (MY) portal (The Portal) at <https://srmy.vistra.com>. Please refer to the procedures set out in “Electronic lodgement of proxy form” summarised below.

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## 2. Appointment of Proxy(ies) or Attorney or Corporate Representative (Continued)

d. (Continued)

### Electronic lodgement of proxy form

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User at the Portal	<ol style="list-style-type: none"> <li>1. Visit the portal at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a></li> <li>2. Click “Register” and select “Individual Holder” and complete the New User Registration Form.</li> <li>3. For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>4. Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>6. Once you receive the confirmation, activate your account by creating your password.</li> </ol> <p><i>If you are an existing use the Portal or TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> <li>1. After the release of the Notice of Meeting by the Company, login with your email address and password.</li> <li>2. Select the corporate event: <b>“BENALEC HOLDINGS BERHAD 20<sup>TH</sup> AGM”</b></li> <li>3. Navigate to the 3 dots at the end of the corporate event and choose <b>“SUBMISSION OF PROXY FORM”</b>.</li> <li>4. Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>5. Insert the total number of shares assigned to your proxy(s) to vote on your behalf.</li> <li>6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN.</li> <li>8. Print proxy form for your record.</li> </ol>
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
Register as a User at the Portal	<ol style="list-style-type: none"> <li>1. Visit the portal at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a></li> <li>2. Click “Register” and select “Representative of Corporate Holder” and complete the New User Registration Form.</li> <li>3. Complete the registration form with your personal details.</li> <li>4. Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>5. After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved.</li> <li>6. Once you receive the confirmation, activate your account by creating your password.</li> </ol> <p><i>Note: The representative of a corporation or institutional shareholder must register as a use in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor as detailed in Note 8 if you need clarification on the user registration.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> <li>1. Login to the portal at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>2. Select the corporate event: <b>“BENALEC HOLDINGS BERHAD 20<sup>TH</sup> AGM”</b></li> <li>3. Navigate the icon “&gt;” at the end of the corporate event.</li> <li>4. Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>5. Select the corporate holder’s name.</li> <li>6. Proceed to download the submission file.</li> <li>7. Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>8. Proceed to upload the duly completed proxy appointment file.</li> <li>9. Select “Confirm” to complete your submission.</li> <li>10. Print the confirmation report of your submission for your record.</li> </ol>

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of Benalec Holdings Berhad ("**Benalec**" or "the **Company**")

## 3. **Poll Voting**

- a. The voting at the 20<sup>TH</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll and Scrutineer Solutions Sdn Bhd as scrutineers to verify the poll results.
- b. During the 20<sup>TH</sup> AGM, the Poll Administrator will brief you on the poll voting procedure.
- c. Upon completion of the voting session, the scrutineers will verify the polls results followed by the Chairman's declaration whether the resolutions are duly passed.

## 4. **Door gift**

There will be no door gift for participating in the 20<sup>TH</sup> AGM.

## 5. **Recording or photography**

Recording or photography of the 20<sup>TH</sup> AGM is strictly prohibited.

## 6. **Smoking**

Smoking in the meeting hall is strictly prohibited.

## 7. **Compliance with guidelines**

The Company shall abide by the prevailing and applicable procedures and guidelines as well as precautionary measures as prescribed by the Government, Securities Commission and other relevant authorities. In the event that any new procedure, guidelines or measures may affect the administration of 20<sup>TH</sup> AGM as set out in this Administrative Guide and requiring material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Hence, please check the Company's website for announcement on the latest update (if any) in relation to the 20<sup>TH</sup> AGM.

## 8. **Enquiry**

If you have any enquiry prior to the 20<sup>TH</sup> AGM, you may contact 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.**

General Line : +603-2783 9299

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