RCE

RCE CAPITAL BERHAD

195301000151 (2444-M)

ADMINISTRATIVE GUIDE FOR THE SEVENTY-SECOND ANNUAL GENERAL MEETING (72ND AGM)

The 72nd AGM of RCE Capital Berhad ("RCE" or the "Company") will be held as follows:

Day and Date	:	Thursday, 3 September 2026
Time	:	10.30 a.m.
Venue	:	Ballroom 1, Tropicana Golf & Country Resort Jalan Kelab Tropicana 47410 Petaling Jaya Selangor, Malaysia

The following documents can be viewed and downloaded from our website at *https://ir2.chartnexus.com/rce/agm.php* or you may scan the QR Code below to access the documents online:

1. Annual Report 2026
2. Circular/Statement to Shareholders in relation to the:
   (a) Proposed Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
   (b) Proposed Renewal of Share Buy-Back Authority
3. Circular to Shareholders in relation to the Proposed Establishment of a New Employees' Share Scheme comprising an Employees' Share Option Scheme and a Restricted Share Grant Plan, of up to 15% of the total number of issued ordinary shares in RCE (excluding treasury shares) at any point in time for the Eligible Executive Directors and employees of RCE and its subsidiaries (excluding dormant subsidiaries, if any)
4. Corporate Governance Report 2026
5. Notice of 72nd AGM
6. Proxy Form
7. Administrative Guide for the 72nd AGM

Alternatively, you can visit *http://www.bursamalaysia.com* to download the Annual Report 2026 and Circulars/Statement to Shareholders.

You are strongly encouraged to refer to digital copies as the number of printed copies has been reduced as part of our sustainability efforts.

General Meeting Record of Depositors

Only members whose names appear in the Record of Depositors on 26 August 2026 shall be entitled to attend the 72nd AGM or appoint proxy(ies) to attend and/or vote on their behalf.

Registration on the day of the 72nd AGM

1. Registration will start at 8.30 a.m.

2. Please present your original MyKad or Passport at the registration counters for verification. Registration on behalf of another person is strictly not allowed.

3. Upon verification and successful registration, please ensure you sign the attendance list. You will be provided with the wristband. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.

Appointment of Proxy

1. If a member is unable to attend the 72nd AGM, he/she may appoint not more than two (2) proxies to attend, speak and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

2. If you wish to attend the 72nd AGM in person, please do not submit any proxy form. However, if you have submitted a proxy form and subsequently decide to attend the 72nd AGM yourself, you are requested to revoke your proxy appointment by notifying the Company's share registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") in writing no later than **10.30 a.m.** on **Tuesday, 1 September 2026**.

3. The appointment of proxy may be made in hardcopy form or by electronic means as follows:

   <u>In Hardcopy Form</u>

   By hand or by post to the office of the Company's share registrar, **Tricor**, 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, deposit the proxy form in the designated drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, no later than **10.30 a.m.** on **Tuesday, 1 September 2026**.

   <u>By Electronic Means</u>

   Via email to the Company's share registrar, Tricor at is.enquiry@vistra.com or submit electronically via the Vistra Share Registry and IPO (MY) portal ("Vistra SRMY portal") at https://srmy.vistra.com no later than **10.30 a.m.** on **Tuesday, 1 September 2026**.

   <u>Procedures</u>

   The procedures to lodge your Proxy Form electronically via Vistra SRMY portal website are summarised below:

Procedure	**Action**
(i) Steps for Individual Shareholders	
Register as a User with Vistra SRMY portal	• Visit the Vistra SRMY portal at https://srmy.vistra.com. • Click "Register" and select "Individual Holder" and complete the New User Registration Form. • For guidance, you may refer to the tutorial guide available on the homepage. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. *If you are an existing user with Vistra SRMY portal or the TIIH Online portal previously, you are not required to register again.*
Proceed with submission of Proxy Form	• Login to the Vistra SRMY portal at https://srmy.vistra.com with your email address and password. • Select the corporate event: "**RCE CAPITAL BERHAD 72ND AGM**" • Navigate to the 3 dots at the end of the corporate event and choose "**SUBMISSION OF PROXY FORM**". • Read and agree to the Terms & Conditions and confirm the Declaration. • Indicate the total 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 or ABSTAIN, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print Proxy Form for your record.

Procedure	Action
(ii) Steps for Corporation or Institutional Shareholders	
Register as a User with Vistra SRMY portal	• Visit the Vistra SRMY portal at https://srmy.vistra.com. • Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form • Complete the registration form with your personal details. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. *Note: The representative of a corporation 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 if you need clarifications on the user registration.*
Proceed with submission of Proxy Form	• Login to the Vistra SRMY portal at https://srmy.vistra.com with your email address and password. • Select the corporate event: "**RCE CAPITAL BERHAD 72ND AGM**" • Navigate to the icon ">" at the end of the corporate event. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the submission file format. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "**Confirm**" to complete your submission. • Print the confirmation report of your submission for your record.

Corporate Members

1. A Corporate Member who wishes to appoint a Corporate Representative to attend and vote at the 72nd AGM of the Company must deposit the original certificate of appointment of corporate representative (in hard copy) to Tricor's Office.

2. The certificate for appointment of corporate representative must be either under seal or signed by a duly authorised officer(s) pursuant to a resolution of its board of directors.

3. If a Corporate Member submits more than one (1) certificate of appointment, the latest certificate of appointment shall supersede the certificate of appointment which is submitted earlier.

4. Corporate Members are requested to provide their contact details of their officers (office/mobile phone numbers) as well as the mobile phone numbers of their corporate representatives in the event Tricor needs to contact them.

Submission of Questions

1. Members and proxies may submit questions before the 72nd AGM via email to ***agm@rce.com.my*** no later than **10.30 a.m.** on **Monday, 31 August 2026**. Kindly state your full name and MyKad/passport number for verification purposes.

2. The Board of Directors and Management of the Company will endeavour to respond to all questions which are relevant and pertinent to the agenda items as set out in the Notice of 72nd AGM. In order to ensure a smooth and efficient conduct of the 72nd AGM, questions that are repetitive in nature and/or have been answered will not be specifically addressed again.

Poll Voting

1. The voting at the 72nd AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The poll will be conducted by way of electronic voting ("eVoting"). Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll, respectively.

2. Voting session shall commence and ends upon announcement by the Chairman of the 72nd AGM. Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Parking

You may park your vehicle in the allocated visitors' parking bays. Parking is free on a first come basis subject to availability.

No Recording or Photography

Recording or photography of the 72nd AGM proceeding is strictly prohibited.

Enquiries for 72nd AGM

If you have any queries on the above, please contact the Company's Share Registrar, Tricor at +603-2783 9299 or email to is.enquiry@vistra.com during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays).