



**WEST RIVER BERHAD**

Registration No. 202301037127 (1531050-H)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE THIRD ANNUAL GENERAL MEETING (“3<sup>rd</sup> AGM”)**

**Day & Date** : Friday, 5 June 2026  
**Time** : 10:00 a.m.  
**Venue** : Tioman Room, Bukit Jalil Golf & Country Resort located at Jalan Jalil Perkasa 3, Bukit Jalil, 57000 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur,

**1. REGISTRATION ON THE DAY OF THE 3<sup>RD</sup> AGM**

- Registration will commence at 9:00 a.m. on Friday, 5 June 2026 and will remain open until the conclusion of the 3<sup>rd</sup> AGM or such time as may be determined by the Chairman of the meeting.
- Please present your original National Registration Identity Card (NRIC) or Passport (for non-Malaysian) to the registration staff for verification.
- Upon verification, an identification wristband for voting purposes will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.
- Registration must be done in person. No one is allowed to register on behalf of another even with the original NRIC or passport of the other person.
- The registration counter will handle verification of identity, registration and revocation of proxy/ies.

**2. CORPORATE MEMBERS**

- Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) on or before the 3<sup>rd</sup> AGM.
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than Wednesday, 3 June 2026 at 10:00 a.m. to attend and vote at the 3<sup>rd</sup> AGM.

**3. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

- Only a depositor whose name appears on the ROD as at 25 May 2026 shall be entitled to attend, speak and vote at the 3<sup>rd</sup> AGM or appoint a proxy/ies to attend and vote on his/her behalf.

**4. Proxy**

The appointment of proxy may be made in hard copy form or by electronic form in the following manner and must be received by the Company at least forty-eight (48) hours before the time appointed for holding the 3<sup>rd</sup> AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:-

(i) In Hard copy form:

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;

(ii) By Electronic form:

You may also submit the Proxy Form electronically via Vistra Share Registry and IPO (MY) Portal (“the Portal”) and the steps to submit are summarised below:

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 website 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. <i>If you are as existing user with the Portal or our TIH Online portal previously, you are not required to register again.</i></li></ol>
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>WEST RIVER BERHAD 3RD 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 and Conditions and confirm the Declaration.</li><li>5. Indicate the number of shares assigned to your proxy(ies) to vote on your behalf.</li><li>6. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li><li>7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN.</li><li>8. Print the form of proxy for your record.</li></ol>
<b>ii. Steps for corporate or institutional shareholders</b>	
Register as a User at the Portal	<ol style="list-style-type: none"><li>1. Visit the website 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 the 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.  <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 our Share Registrar if you need clarifications on the user registration.</i></li></ol>

Procedure	Action
<b>ii. Steps for corporate or institutional shareholders (cont.)</b>	
Proceed with submission of Proxy Form	<ol style="list-style-type: none"> <li>1. Login to <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>“WEST RIVER BERHAD 3RD AGM”</b>.</li> <li>3. Navigate to the icon “&gt;” at the end of the corporate event.</li> <li>4. Read and agree to the Terms &amp; 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 <b>“Confirm”</b> to complete your submission.</li> <li>10. Print the confirmation report of your submission for your record.</li> </ol>

#### 5. POLL VOTING

- The voting at the 3<sup>rd</sup> AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as a Poll Administrator to conduct the poll by way of electronic voting (e-Voting).
- Upon completion of the voting session for the 3<sup>rd</sup> AGM, the Scrutineers will verify and announce the poll results, after which the Chairman’s declaration whether the resolutions are duly passed.

#### 6. NO DOOR GIFT/VOUCHER

- There will be no distribution of door gift or vouchers for the AGM.

We thank you for your continuous support to the Company.

#### 7. ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8:30 a.m. to 5:30 p.m. (except public holidays):

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b>		
<b>Telephone Number</b>	General Line	+603-2783 9299
Contact Person	Encik Zulhafri Abdul Rahman	+603-2783 9289 zulhafri@vistra.com
	Encik Zaqwan Syahmi Sarman	+603-2783 9283 Zaqwan.syahmi@vistra.com
Email	is.enquiry@vistra.com	