



KELINGTON GROUP BERHAD
(Registration No.: 199901026486 (501386-P))
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Date and Time	: Wednesday, 23 October 2024 at 10:00 a.m.
Broadcast Venue	: Lot 9-11, Menara Sentral Vista, No. 150, Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur.
Online Meeting Platform	: Dvote Online website at https://www.dvote.my (Domain registration number with MYNIC : D6A434007)
Mode of Communication	: 1. Real time submission of typed text on the Online Meeting Platform 2. Submit your questions to ccid@kelington-group.com prior to the EGM date

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

1. The EGM will be conducted entirely through live streaming from the Broadcast Venue.
2. The Broadcast Venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairperson of the Meeting to be present at the main venue of the Meeting. Members/proxies/authorised representatives/attorneys **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the Meeting.
3. Members who wish to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM via the RPV are required to register as a user with **Dvote Online** website at <https://www.dvote.my>. Please refer to the “**Procedures to Participate via RPV**” below.
4. Registration as remote participant for the Meeting is **open from Wednesday, 16 October 2024** until the commencement of the polling during the EGM.

ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

1. Only members whose names appear on the **Record of Depositors as at 14 October 2024** shall be entitled to participate in the EGM or appoint proxy(ies)/authorised representative/attorney to participate on their behalf.
2. Members who are unable to participate in the EGM may appoint the Chairperson of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

3. The appointment of a proxy/authorised representative/attorney for the EGM may be made in hard copy form or by electronic means. The instrument appointing a proxy/authorised representative/attorney must be deposited or submitted in the following manner, no later than **Monday, 21 October 2024 at 10:00 a.m.**:

(i) **In hard copy form**

In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the Poll Administrator's Office situated at Lot 9-7, Menara Sentral Vista, No.150, Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur

(ii) **By electronic form via email**

In the case of an appointment made by email transmission, the Proxy Form must be received via email at dvoteservice@gmail.com

4. Appointed proxies are required to register as a user with **Dvote Online** at <https://www.dvote.my>. Kindly refer to the "**Procedures to Participate via RPV**" provided below for detailed registration procedures.

REVOCAION OF PROXY

1. If you have submitted the Proxy Form and subsequently decide to change your proxy(ies) or revoke your appointment(s) to personally participate in the EGM, please write in to the Company's Poll Administrator at dvoteservice@gmail.com no later than **Monday, 21 October 2024 at 10:00 a.m.**
2. Upon revocation, your proxy(ies) will not be allowed to participate in the EGM. Please advise your proxy(ies) accordingly.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS ("BOARD")

1. Members may submit questions to the Board prior to the EGM by emailing to ccid@kelington-group.com no later than **Monday, 21 October 2024 at 10:00 a.m.**
2. The Board will endeavor to respond to the questions received during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the Meeting.

POLL VOTING AT MEETING

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

Kelington Group Berhad has appointed Dvote Services Sdn. Bhd. as the Poll Administrator to conduct the poll by way of online remote voting ("e-Voting") via its **Dvote Online** website at <https://www.dvote.my> and SKY Corporate Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.

Members can proceed to vote on the resolutions any time from the commencement of the EGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chairperson of the Meeting. Kindly refer to "**Procedures to Participate via RPV**" provided below for guidance on how to vote remotely through the **Dvote Online** website at <https://www.dvote.my>.

For the purpose of the EGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon completion of the voting session for the EGM, the Independent Scrutineers will verify the poll results followed by the Chairperson’s declaration whether the resolution(s) tabled for voting is carried or otherwise.

PROCEDURES TO PARTICIPATE VIA RPV

Member(s)/proxy(ies)/authorised representative(s)/attorney(s) who wish to participate in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

BEFORE THE EGM DAY	
Procedure	Action
(a) Sign-up as a user with Dvote Online	<p>Note: <i>If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password. Please check your spam mailbox if you do not receive emails from us.</i></p> <ul style="list-style-type: none"> • Access the website at https://www.dvote.my. • Click on “Sign up” to register as a new user with Dvote Online. • Complete registration and upload softcopy of Malaysia Identificationcard (front and back) or passport (foreigner(s)). <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>
(b) Register for Remote Participation with Dvote Online	<ul style="list-style-type: none"> • Registration for remote participation is open from Wednesday, 16 October 2024 until the commencement of the polling at the EGM. • Login to https://www.dvote.my with your email address and password. • Select event: “Kelington Group Berhad – Extraordinary General Meeting” and click “Register”. • You will receive an email notifying that your registration for remote participation is received for verification.

ON THE DAY OF THE EGM	
Procedure	Action
(a) Mark Attendance	<ul style="list-style-type: none"> Log in to https://www.dvote.my and select the corporate event “Kelington Group Berhad – Extraordinary General Meeting” Click on “Mark Attendance” on the screen to Mark your attendance.
(b) Join the Live Stream Meeting	<ul style="list-style-type: none"> Click on “Join Meeting” button on your screen to join the Meeting room. You are advised to log in early, at least 20 minutes, before the commencement of the EGM.
(c) Post Questions during Live Streaming	<ul style="list-style-type: none"> If you have any question(s) for the Board s, you may use the “Question Box” to transmit your question(s).
(d) Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10:00 a.m. on Wednesday, 23 October 2024 until the time when the Chairperson announces the end of the voting session. Click on “Vote”, to cast your votes for each resolution(s). Review your casted votes, confirm and submit your votes.
(e) End of Remote Participation	<ul style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the EGM, the live streaming will end.

Notes to users of the RPV:

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internetconnection at the location of the user and the device of the user.*
- Users are advised to afford themselves ample time to complete the log-in process in advance of the meeting.*
- In the event you encounter any issues with logging-in, connection to live stream meeting or online voting on the meeting day, kindly call the Poll Administrator at +603-22766138 or email to dvoteservice@gmail.com for assistance.*

NO DOOR GIFTS OR VOUCHERS

There will be no distribution of vouchers or door gifts for the EGM.

NO RECORDING OR PHOTOGRAPHY

Strictly no recording or photography of the EGM proceedings is allowed.

ENQUIRIES FOR EGM

If you have any enquiry(ies) on the above, please contact the **Poll Administrator** during office hours from Monday to Friday (except on public holiday):

DVOTE SERVICES SDN. BHD.

Lot 9-7, Menara Sentral Vista,
No.150, Jalan Sultan Abdul Samad,
Brickfields, 50470 Kuala Lumpur.

Contact Person : Ms. Sangetha / Mr. Hugo Wong
Email : dvoteservice@gmail.com
General Line : +603-2276 6138

If you have any enquiry relating to the EGM or Agenda, please contact Kelington Corporate Compliance and Integrity Department during office hours from Monday to Friday (except for public holiday):

Company : Kelington Group Berhad
Contact Person : Ms. Ng Mun Yee
Email : ccid@kelington-group.com
Contact No. : 03 7845 5696