

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

**ADMINISTRATIVE GUIDE FOR THE TWENTY-SIX ANNUAL GENERAL MEETING (“26<sup>th</sup> AGM”)**

Day and Date : Wednesday, 24 June 2026  
Time : 10:00 a.m.  
Venue : Function Room 1, Setia City Convention Centre,  
No. 1, Persiaran Setia Dagang AG U13/AG,  
Setia Alam Seksyen U13, 40170 Shah Alam,  
Selangor Darul Ehsan, Malaysia

**Entitlement to Participate in the 26<sup>th</sup> AGM**

In respect of deposited securities, only members whose names appear on the Record of Depositors on 16 June 2026 (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

**Form of Proxy**

Members who are unable to attend the AGM are encouraged to appoint a proxy or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The appointment of proxy may be made in hard copy or in electronic form. The instrument appointing a proxy must be submitted by any one of the following methods, at least forty-eight (48) hours before the time for holding the meeting or any adjournment thereof:-

- (i) In hard copy form  
To be deposited at the Company’s Share Registrar’s office, Boardroom Share Registrars Sdn. Bhd., 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan;
- (ii) By electronic means  
To be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>; or
- (iii) By email  
To be sent via e-mail to [bsr.proxy@boardroomlimited.com](mailto:bsr.proxy@boardroomlimited.com).

Please ensure all the particulars as required in the Form of Proxy are completed, signed and dated accordingly. Last day and time for lodging the Form of Proxy is Monday, 22 June 2026 at 10:00 a.m.

Please find the below steps for eProxy lodgement:

<p><b>Step 1 – Register Online with BSIP for Individual &amp; Corporate Shareholders</b></p> <p><b>For first time registration only</b> <i>[Note: If you have already signed up with BSIP previously, you may proceed to Step 2 – Submit eProxy Form.]</i></p> <ul style="list-style-type: none"><li>a) Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li><li>b) Click <b>“Register”</b> to sign up for a BSIP account.</li><li>c) Select “Account Type” to <b>“Sign Up As Shareholder”</b> or <b>“Sign Up As Corporate Holder”</b>.</li><li>d) Complete the registration and upload softcopy of your MyKad (front and back) or passport or authorisation letter (for Corporate Shareholder) in JPEG, PNG or PDF format.</li><li>e) Enter a valid mobile number, email address and password.</li><li>f) Click <b>“Sign Up”</b>.</li><li>g) You will receive an e-mail from BSIP Online for e-mail address verification. Click <b>“Verify E-mail Address”</b> to proceed with the registration.</li><li>h) Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click <b>“Request OTP Code”</b> and an OTP code will be sent to the registered mobile number. Key in the OTP code and click <b>“Enter”</b> to complete the process.</li><li>i) An e-mail will be sent to you within one (1) business day informing you on the approval of your BSIP account. You can login to BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the e-mail address and password that you have provided during the registration to proceed with the next step</li></ul>
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## Step 2 – Submit eProxy Form

### Individual & Corporate Shareholders

- a) Log in to BSIP at <https://investor.boardroomlimited.com> with your User ID (registered email address) and password.
- b) Select “**KELINGTON GROUP BERHAD 26<sup>th</sup> ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c) Select the company you would like to be represented (if more than one), for Corporate Shareholder.
- d) Go to “**Proxy**” and click “**Submit eProxy form**”.
- e) Enter your CDS account number and number of securities held.
- f) Select your proxy(ies) appointment – either the Chairman of the Meeting or individual names proxy(ies).
- g) Read and accept the General Terms & Conditions by clicking “**Next**”.
- h) Enter the particulars of your proxy(ies).
- i) Indicate your voting instructions – “FOR” or “AGAINST” or “ABSTAIN”. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate “DISCRETIONARY”.
- j) Review and confirm your proxy(ies) appointment. Click “**Submit**”.
- k) Download or print the eProxy Form acknowledgement

### Authorised Nominees and Exempt Authorised Nominees

- a) Log in to BSIP at <https://investor.boardroomlimited.com>.
- b) Select “**KELINGTON GROUP BERHAD 26<sup>th</sup> ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c) Select the Nominees Company that you are representing.
- d) Go to “**Proxy**” and click “**Submit eProxy form**”.
- e) Click “Download Excel Template”.
- f) Insert the required information in the excel file for appointment of proxy(ies) for each CDS account.
- g) Upload the duly completed excel file.
- h) Review and confirm your proxy(ies) appointment. Click “**Submit**”.
- i) Download or print the eProxy Form acknowledgement.

### Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees

- a) Alternatively, you may write in to [bsr.proxy@boardroomlimited.com](mailto:bsr.proxy@boardroomlimited.com) by providing the name of Shareholder, CDS Account Number, and Certificate of Appointment of Corporate Representative or Proxy Form, to submit the request.
- b) Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or passport in JPEG, PNG or PDF format.

### Revocation of eProxy

- a) Select “**KELINGTON GROUP BERHAD 26<sup>th</sup> ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- b) Go to “**Proxy**” and click “**Submit Another eProxy Form**”.
- c) Select “**Submitted eProxy Form List**” and click “**View**”.
- d) Click “**Cancel/Revoke**” at the bottom of the eProxy Form and click “**Proceed**” to confirm.

Note: For revocation of physical Proxy Form, please write to [bsr.proxy@boardroomlimited.com](mailto:bsr.proxy@boardroomlimited.com) .

## Registration

The registration will commence at 8:00 a.m. at the entrance of the designated meeting room in Function Room 1, Setia City Convention Centre, and will end once the Chairman announces the beginning of the polling process during the meeting.

Please read the signage to ascertain the correct registration counter. Please present your original National Registration Identity Card (NRIC) or Passport (for foreigners) at the registration counter for verification purposes. Kindly ensure the original NRIC or Passport is returned to you thereafter. No person will be allowed to register on behalf of another person with the NRIC or Passport of that other person.

Upon verification, attendees are required to write their names and sign on the Attendance List placed on the registration table. An identification wristband will be provided to shareholders/proxy(ies) upon successful registration. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

## Voting Procedure

All the resolutions set out in the Notice of the AGM will be put to vote by poll pursuant to Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. SKY Corporate Services Sdn. Bhd. has been appointed as Independent Scrutineers to verify the poll results.

## Other Information

### 1. Request for Printed Document(s)

As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from Bursa Malaysia Securities Berhad's website or the Company's website at <https://kelington-group.com/general-meeting/>

1. Notice of 26<sup>th</sup> AGM;
2. Proxy Form;
3. Annual Report 2025;
4. Sustainability Report;
5. Share Buy-Back Statement;
6. Administrative Details for the 26<sup>th</sup> AGM; and
7. Requisition Form.



Alternatively, the documents may be accessed through your device by scanning the above QR code.

Please note that no printed copy of the Documents will be provided at the Meeting Venue.

Should you require a printed copy of the Annual Report 2025 or Share Buy-Back Statement, kindly complete the Requisition Form and return the same by mail or fax or contact the Company's Share Registrars' Office:

#### **Boardroom Share Registrars Sdn Bhd**

**(199601006647 (378993-D))**

11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13

46200 Petaling Jaya  
Selangor Darul Ehsan

Contact Person: Encik Khairul Iqram

Tel: +603-7890 4700 [Helpdesk]

Fax: +603-7890 4670

Website: [www.boardroomlimited.com](http://www.boardroomlimited.com)

Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

A printed copy of the document(s) will be posted to you as soon as possible from the date of receipt of your request.

### 2. Parking

Complimentary parking is available for shareholders and proxies attending the AGM at P2, Setia City Convention Centre. Please follow the event signage directing to the designated parking area.

Parking is subject to availability on a first-come, first-served basis. The Company will not bear any parking charges incurred for vehicles parked at other parking areas.

### 3. Refreshment

Refreshments will be provided to shareholders attending the AGM.

### 4. Vouchers / Tokens

No food or gift vouchers, or tokens, will be distributed to shareholders or proxies attending the AGM.

### 5. No Recording or Photography

Recording or photography of the meeting proceedings is prohibited without the prior written permission of the Company.

### 6. Seating

All participants are requested to be seated at least five minutes before the scheduled commencement of the Meeting.

## **Enquiry**

Should you have any enquiries relating to Administrative Details for the 26<sup>th</sup> AGM, you may contact Boardroom Share Registrars Sdn. Bhd. during office hours from Monday to Friday (8:30 a.m. to 5:30 p.m.):

Address : 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
General Line : 603-7890 4700  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

Should you have any enquiries relating to the 26th AGM or Agenda, please contact Kelington Group Berhad's Corporate Compliance and Integrity Department during office hours from Monday to Friday (except for public holiday):

Contact Persons : Ms Ng Mun Yee  
Email : [ccid@kelington-group.com](mailto:ccid@kelington-group.com)  
Contact No. : 603-7845 5696

## **Personal Data Policy**

By registering for the Meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents), and to comply with any laws, listing rules, regulations and/or guidelines. The member of the Company agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the shareholder's breach of warranty.