



PESONA METRO HOLDINGS BERHAD
Registration No.: 201101029741 (957876-T)
(Incorporated in Malaysia)

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

Day, Date & Time : Tuesday, 8 October 2024 at 02.30 p.m.
Venue : The Vertical, Connexion Conference & Event Centre
The Zenith (Level M1), Bangsar South City
No. 8, Jalan Kerinchi, 59200 Kuala Lumpur
Malaysia

REGISTRATION

- The registration counter starts at 1.30 p.m. on Tuesday, 8 October 2024 and will remain open until the conclusion of the EGM or such time as directed by the Chairman of the Meeting.
- Shareholders or proxies are requested to produce/show their original MyKAD (for Malaysian) or Passport (for non-Malaysian) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.
- Upon verification, shareholders or proxies will also be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend the EGM must deposit their original or duly certified certificate of appointment of corporate representative with Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”), the Share Registrar of the Company if this has not been lodged with Tricor yet.
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than Sunday, 6 October 2024 at 2.30 p.m. in order to attend and vote at the EGM.

PROXY

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

In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited at Tricor, the Share Registrar of the Company at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

In electronic means

You may also submit your proxy appointment electronically via TIIH Online website at <https://tiih.online>. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via TIIH's Online website are summarised below:

Procedure	Action
<u>i. Steps for Individual Shareholders</u>	
Register as a user via TIIH Online website	<ul style="list-style-type: none">Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of proxy form	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.Select the corporate event: PESONA METRO HOLDINGS BERHAD EGM 2024 - SUBMISSION OF PROXY FORM".Read and agree to the Terms and Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy(s)' appointment.Print the proxy form for your record.
<u>ii. Steps for Corporate or Institutional Shareholders</u>	
Register as a user with TIIH Online website	<ul style="list-style-type: none">Access TIIH Online at https://tiih.onlineUnder e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects "Create Account by Representative of Corporate Holder".Complete the registration form and upload the required documents.Registration will be verified and you will be notified by email within one (1) to two (2) working days.Proceed to activate your account with the temporary password given in the email and re-set your own password.

	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.
Proceed with submission of proxy form	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate event: “PESONA METRO HOLDINGS BERHAD EGM 2024 – SUBMISSION OF PROXY FORM” ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Login to TIIH Online, select corporate event: “PESONA METRO HOLDINGS BERHAD EGM 2024 - SUBMISSION OF PROXY FORM”. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select “Submit” to complete your submission. ▪ Print the confirmation report of your submission for your record.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the EGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **30 September 2024** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the EGM proceedings is allowed without prior written consent of the Company.

DOOR GIFT / VOUCHER

There will be no distribution of door gifts or vouchers for shareholders/proxies/authorised representatives/attorneys who participate in the EGM.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours from Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd		
Telephone Number	General Line	603-2783 9299
Contact Person	Nor Faeayzah	603-2783 9274 Nor.Faeayzah@vistra.com
	Damia Insyirah	603-2783 7962 Damia.Insyirah@vistra.com
Fax Number	603-2783 9222	
Email	is.enquiry@vistra.com	