

ADMINISTRATIVE GUIDE

FOR THE 19TH ANNUAL GENERAL MEETING ("19TH AGM") OF BENALEC HOLDINGS BERHAD ("BENALEC" OR "THE COMPANY")

Date	:	Friday, 30 May 2025
Time	:	10.00 a.m. (Malaysia time)
Meeting Venue	:	Melati 123 (Mezzanine Floor), Dorsett Grand Subang Jalan SS12/1, 47500 Subang Jaya Selangor Darul Ehsan Malaysia

Dear Valued Shareholders,

1. **Registration**

Registration will commence at 9.00 a.m. and the registration counter will be closed when the meeting commences.

Attendees are requested to present the original National Registration Identity Card (NRIC) or passport to the registration staff for verification purposes. Photocopies of your NRIC or passport will not be accepted. Kindly ensure that the original NRIC or passport is returned to you thereafter.

Registration must be done in person. No person is allowed to register on behalf of another even with the original NRIC or passport of that other person.

Upon verification, attendees are required to write their name and sign on the Attendance List placed on the registration table.

2. **Appointment of Proxy(ies) or Attorney or Corporate Representative**

Only a member whose name appears on the Record of Depositors as at 23 May 2025 shall be entitled to attend the 19th AGM or appoint a proxy to attend, speak and vote on his/her/their behalf.

If a shareholder is unable to attend the 19th AGM on 30 May 2025, he/she can appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

Shareholders who appoint proxy(ies) to participate at the 19th AGM must ensure that the duly executed proxy forms are deposited in a hard copy or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote:

(a) **In hard copy form**

Shareholder	Documents required
Individual	<ul style="list-style-type: none"> Completed hard copy proxy form
Any authority pursuant to which such appointment is made by a power of attorney	<ul style="list-style-type: none"> Completed hard copy proxy form; and A copy of the power of attorney provide that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
Corporate member	<ul style="list-style-type: none"> Original certificate of appointment which are executed in the following manner: <ul style="list-style-type: none"> (i) If a corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member. (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by: <ul style="list-style-type: none"> (a) at least two (2) authorised officers, of which one shall be a director; or (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

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For the 19th Annual General Meeting ("19th AGM")
of Benalec Holdings Berhad ("Benalec" or "the Company")

2. Appointment of Proxy(ies) or Attorney or Corporate Representative (Continued)

All documents mentioned above must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd. situated 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, drop-in box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Wednesday, 28 May 2025 at 10.00 a.m.**

(b) By electronic form

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH online website at <https://tiih.online> not later than **Wednesday, 28 May 2025 at 10.00 a.m.** and the procedure to submit your proxy form electronically is summarised below:

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

Steps for Individual Shareholders	
Procedure	Action
i. Register as a user with TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under the "e-Services", select the "Sign Up" button and followed by "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
ii. 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 user name (i.e email address) and password. Select the corporate event: "BENALEC HOLDINGS BERHAD 19th AGM – SUBMISSION OF PROXY FORM." Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) and 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, otherwise your proxy(ies) will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.
Steps for Corporation or Institutional Shareholders	
i. Register as a user with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation 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. <p>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 the person stated under "Enquiry" section below if you need clarification on the user registration.</p>

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For the 19th Annual General Meeting ("19th AGM")
of Benalec Holdings Berhad ("benalec" or "the company")

2. Appointment of Proxy(ies) or Attorney or Corporate Representative (Continued)

(b) By electronic form (Continued)

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM (CONTINUED)

Steps for Corporation or Institutional Shareholders	
ii. Proceed with submission of proxy form	<ul style="list-style-type: none"> • Login to TIH Online at https://tihi.online. • Select the corporate event: "BENALEC HOLDINGS BERHAD 19th AGM – SUBMISSION OF PROXY FORM". • Read and agree to the Terms & Conditions and confirm the 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 proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Login to TIH Online, select corporate event: "BENALEC HOLDINGS BERHAD 19th AGM – 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.

Please note that only a depositor whose name appears on the Record of Depositor as at 23 May 2025 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 19th AGM.

3. Poll Voting

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll and Scrutineer Solutions Sdn Bhd as scrutineers to verify the poll results.

The voting session will begin as soon as the Chairman announces the opening of the poll and will continue until the Chairman announces the closure of the poll. During this time, all shareholders or proxies are invited to cast their votes and make their voice count.

Once the polling for each resolution has been completed, the scrutineers will verify the poll results for all the resolutions passed. The Company Secretary will then declare whether the resolutions are successfully carried out or duly passed at the end of the meeting.

4. Refreshments

All attendees are invited for some light refreshments before the start of the meeting.

5. Enquiry

If you have any enquiries prior to the 19th AGM, you may contact Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@vistra.com