



KERJAYA PROSPEK GROUP BERHAD
Registration No. 198401010054 (122592-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 41ST ANNUAL GENERAL MEETING (“AGM”)

(1) Date, Time and Venue of Annual General Meeting (“AGM”)

The details of the AGM of Kerjaya Prospek Group Berhad (“KPGB” or “the Company”) are as follow:

Day and Date : Wednesday, 11 June 2025
Time : 11.00 a.m.
Venue : Ballroom 1, Level 3, Courtyard by Marriot Kuala Lumpur South
No. 137, Jalan Puchong
58200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

(2) GENERAL MEETING RECORD OF DEPOSITORS

Only shareholders whose names appear on the Record of Depositors on 30 May 2025 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the 41st AGM or appoint proxy(ies) to attend, speak and/or vote on his/her behalf.

(3) REGISTRATION ON THE DAY OF THE AGM

- (i) All shareholders, proxies, corporate representatives and attorneys are required to register their attendance on the day of the AGM at the registration counters for verification of their eligibility to attend the 41st AGM.
- (ii) Registration will start at **10.00 a.m.** on the day of the AGM and the registration counters are located at Ballroom 1, Level 3, Courtyard by Marriot Kuala Lumpur South, No. 137, Jalan Puchong, 58200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur. Registration will end upon the commencement of the meeting. Members are encouraged to be punctual.
- (iii) Please present your original MyKad or Passport (for foreigners) for verification during registration. No photocopy of MyKad or Passport will be accepted. Please note that members are not allowed to register on behalf of another individual, even with the original MyKad or Passport of that individual.

- (iv) Upon successful registration of attendance, members will be given a wristband for entry to the meeting hall and voting access. If you are attending the 41st AGM as a shareholder as well as a proxy, you will be registered once and will be given only one wristband. No person will be allowed to enter the meeting hall without wristband. Please retain the wristband for voting. There will be no replacement in the event you lose or misplace the wristband.
- (v) The registration counters are strictly for verification of identity and registration purposes. The Help Desk will also handle revocation of a proxy's appointment. If you have any enquiries, please proceed to the Help Desk.

(4) APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

(I) PROXY

If a shareholder is not able to attend the 41st AGM, he/she can appoint the Chairman of the meeting/proxy to vote on his/her behalf by indicating the voting instructions in the Proxy Form. The duly executed Proxy Form shall be deposited in accordance with the notes and instructions printed therein.

(II) CORPORATE MEMBER

A corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the **original Certificate of Appointment** under the seal of the corporation or the hand of its officer or its duly authorised attorney to the office of the Share Registrar, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia at any time before the time for holding the 41st AGM or to the registration staff on the day of the meeting.

(III) POWER OF ATTORNEY

Any authority pursuant to which such an appointment is made by a power of attorney should be deposited at the office of the Share Registrar, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia at any time before the time for holding the 41st AGM or to the registration staff on the day of the meeting.

A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

(5) CUT OFF DATE AND TIME FOR LODGEMENT OF INSTRUMENT OF APPOINTMENT

The appointment of proxy(ies)/power of attorney(s) may be made in the form of hardcopy or by electronic means as specified below and must be received by our Share Registrar not less than forty-eight (48) hours before the time set for holding the 41st AGM, i.e. by **Monday, 9 June 2025 at 11.00 a.m.** or any adjournment thereof:

(I) IN HARDCOPY FORM

By hand or post to the office of our Share Registrar, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

(II) BY ELECTRONIC MEANS

Alternatively, the instrument appointing the proxy may also be lodged electronically by fax to +603-2094 9940 or by email to info@sshshb.com.my.

In the case where the instrument appointing a proxy is delivered by fax or email, the original instrument appointing a proxy shall also be deposited at the office of the Share Registrar stated above, either by hand or post not less than forty-eight (48) hours before the time set for holding the 41st AGM, i.e. by Monday, 9 June 2025 at 11.00 a.m. or at any adjournment thereof.

If you have submitted your proxy form(s) prior to the 41st AGM and subsequently decide to personally attend and vote in the 41st AGM, please proceed to the Help Desk to revoke the appointment of your proxy(ies). In such event, your appointment of proxy(ies) shall be automatically revoked.

(6) HEALTH AND SAFETY MEASURE

As a precautionary measure, the participants who are feeling unwell should wear a mask while attending the AGM, to ensure the safety and comfort of all attendees.

(7) INTEGRATED ANNUAL REPORT 2024 (“IAR2024”)

The IAR2024 and other accompanying documents are available on the Company’s corporate website at <https://ir2.chartnexus.com/kerjayagroup/agm.php>. As part of our commitment to sustainability, we strongly encourage our shareholders to refer to the digital copy of the IAR2024 which is available online. In the event that you still require a hard copy, you may request for printed copy of the IAR2024 by submitting the duly completed requisition form to our Share Registrar at info@sshshb.com.my.

(8) SUBMISSION OF QUESTIONS

Members, proxies or corporate representatives may submit questions before the 41st AGM to the Chairman or Board of Directors (“**Board**”) electronically by email to info@sshbs.com.my **no later than Monday, 9 June 2025 at 11.00 a.m.** The members, proxies or corporate representatives who are physically present at the meeting venue will be able to raise questions during the meeting. We will endeavour to respond to the questions during the meeting.

(9) DOOR GIFT AND REFRESHMENTS

- (a) Kindly be advised that NO door gift will be provided for shareholder(s)/proxy(ies) who attend the AGM.
- (b) Light refreshments will be provided to registered shareholders/proxies upon the AGM, available while supplies last.

(10) PARKING

Parking for visitors is available at the parking bays of Bloomsvale Shopping Gallery.

(11) MOBILE DEVICES

- (a) Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.
- (b) Strictly NO unauthorised recording or photography of the proceedings of the 41st AGM is allowed.

(12) ENQUIRIES

If you have any enquiry relating to the proxy appointment prior to the 41st AGM, please contact the following persons during office hours from Monday to Friday, 9.00 a.m. to 5.30 p.m.:

Securities Services (Holdings) Sdn Bhd

General Line : (603) 2084 9168 / (603) 2084 9165

Email : info@sshbs.com.my

Officers : Mr. Wong Piang Yoong / Mr. Jerry Tan Hor Seng