

Administrative Guide

For the Twentieth Annual General Meeting (20th AGM)



Deleum Berhad

Registration No. 200501033500 (715640-T)

(Incorporated in Malaysia)

Day & Date : Thursday, 22 May 2025
Time : 11.00 a.m.
Broadcast Venue : Summit 1 Ballroom, Level M1, The Vertical, Connexion Conference & Event Centre, Bangsar South City, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

1. Parking

All registered attendees are entitled to complimentary parking upon validation at the Registration Counter. Please note that the parking facility operates on a cashless basis. Kindly ensure that you have your Touch 'n Go card or a Debit/Credit card available for validation.

2. Registration

- a. Registration will commence at 09.30 a.m. and will end at a time as directed by the Chairman of the meeting. The Registration Counter will be located at the entrance of the Venue and you are requested to read the signage to the Registration Counters and join the queue accordingly.
- b. Please produce your original MyKad/Passport at the Registration Counter and make sure you collect your MyKad/Passport thereafter.
- c. Please note that no person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
- d. Upon completion of the registration process, you will be given a wristband with identification barcode for entry to the AGM Venue. No person will be allowed to enter the AGM Venue without wearing the barcoded wristband.
- e. There will be no replacement of the barcoded wristband in the event that you lose or misplace the wristband.
- f. The Registration Counter will handle only verification of identity and registration. If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the Registration Counter.

3. Refreshment Pack and Door Gift

Registered attendees will receive Refreshment Pack and Door Gift at the Registration Counter upon successful registration.

4. General Meeting Record of Depositors

Only depositors whose names appear on the General Meeting Record of Depositors as at 14 May 2025 shall be entitled to register and participate at the 20th AGM. If a member is unable to participate at the said meeting, he/she may appoint proxy/proxies to participate on his/her behalf. A shareholder will not be allowed to participate at the meeting if his/her proxy(ies) has/have been registered to participate in the meeting.

5. Submission of Questions to the Board of Directors

In order to enhance the efficiency of the proceedings of the 20th AGM, shareholders or proxies may submit questions in advance via Tricor's TIH Online website at <https://tiah.online> under "e-Services Login" to login, pose the questions and submit electronically not later than 20 May 2025 at 11.00 a.m. Alternatively, all registered shareholders or proxies will also be able to ask questions in person during the meeting. The Board of Directors will endeavour to respond to the relevant questions at the 20th AGM.

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6. Appointment of Proxy/Corporate Representative/Power of Attorney

- a. If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
- b. If you wish to attend the meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the meeting together with a proxy appointed by you.
- c. Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 20th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 20 May 2025 at 11.00 a.m.**, forty-eight (48) hours before the time for holding the meeting or at any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:
 - i. In hard copy form

The original signed Proxy Form must be deposited at the Company's Registered Office at No. 2, Jalan Bangsar Utama 9, Bangsar Utama, 59000 Kuala Lumpur, Malaysia. The original Proxy Form shall be in writing and:

 - a) In the case of an individual, shall be signed by the appointor or by his attorney; and
 - b) In the case of a corporation, shall be either under the common seal or signed by its attorney or by an officer on behalf of the corporation.
 - ii. Via Tricor Online System (TIIH Online)

The Proxy Form can be electronically submitted via TIIH Online at <https://tiih.online>. Please refer to the procedures set out in "**Electronic Lodgement of Proxy Form**" below.
- d. Members are requested to provide their mobile handphone numbers as well as the mobile handphone numbers of their proxies in the Proxy Forms in the event Tricor needs to contact the members/proxies.
- e. A Corporate Member who wishes to appoint a Corporate Representative to participate at the AGM must deposit the original certificate of appointment of corporate representative at the Company's Registered Office. The certificate of appointment should be executed in the following manner:
 - i. If the 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 common seal, the certificate of appointment should be affixed with the rubber stamp of the Corporate Member (if any) and executed by:
 - (a) at least two (2) authorised officer, of whom 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.
- f. Attorneys appointed by the Power of Attorney are to deposit their Power of Attorney to the Company's Registered Office not later than the date and time stated above. 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.
- g. For Nominee Company registered as a member, the beneficial owner of the shares under a Nominee Company's CDS account who wishes to participate at the AGM can request the Nominee Company to appoint him/her as a proxy and deposit the duly completed original Proxy Form at the Company's Registered Office or submit electronically via TIIH Online at <https://tiih.online> not later than the date and time stated above.
- h. If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

7. Poll Voting

- a. Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The Company has appointed Tricor as Poll administrator to conduct the poll by way of electronic voting (e-voting) and Scrutineer Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
- b. Shareholders/proxies/corporate representatives can proceed to cast their votes at the e-voting stations. The Chairman will announce the commencement of voting at the e-voting stations upon the conclusion of the deliberations on all businesses transacted at the 20th AGM. Members and proxies will be guided to the e-voting stations, where e-voting staff will be available to provide assistance.
- c. Upon completion of the voting session for the 20th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

8. Electronic Lodgement of Proxy Form

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

Procedure	Action
i. Steps for Individual Shareholders	
a. Register as a User with TIIH Online	<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 Login". Please do 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.
b. 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: "Deleum Berhad 20th 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(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint 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 proxy form for your record.
ii. Steps for Corporate or Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services Login, 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 to two working days. Proceed to active your account with the temporary password given in the email and re-set your own password. <p>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 Tricor if you need clarifications on the user registration.</p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate event: "Deleum Berhad 20th AGM – Submission of Proxy Form" Read and agree to the Terms & Conditions and confirm the Declaration Proceed to download the file format for "Deleum 20th AGM - 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: "Deleum Berhad 20th 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.

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9. No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

10. Compliance with Guidelines and Updates on the 20th AGM

The Company shall abide by the prevailing and applicable procedures and guidelines as well as precautionary measures as prescribed by the Government, Securities Commission and other relevant authorities. In the event that any new procedures, guidelines or measures may affect the administration of the 20th AGM as set out in this Administrative Guide and requiring material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Hence, please check the Company's website for announcements on the latest update (if any) in relation to the 20th AGM.

11. Enquiry

If you have any enquiry prior to the 20th AGM, please contact the following officers during office hours on Mondays to Fridays from 8.30 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@my.tricorglobal.com

Contact persons : En. Mohammad Amirul Iskandar
+603-2783 9279 (mohammad.amirul@vistra.com)

En. Syafiqul Hafidz
+603-2783 9024 (syafiqul.hafidz@vistra.com)