

ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“23RD AGM”)

Day and Date : Friday, 29 May 2026
Time : 10.00 a.m.
Venue : Function Room 2, Setia City Convention Centre, No. 1, Jalan Setia Dagang AG U13/AG, Setia Alam, Seksyen 13, 40170 Shah Alam, Selangor Darul Ehsan

1. REGISTRATION ON THE DAY OF THE 23RD AGM

Registration will start at 9.00 a.m. and will remain open until the conclusion of the 23rd AGM or such time may be determined by the Chairman of the meeting.

Please produce your original MyKad or passport (for Non-Malaysian) during registration for verification purposes. You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Upon verification of your MyKad or passport and signing of attendance list, you will be given the voting slip for voting purposes before entering the meeting room. Please vacate the registration area immediately after registration to prevent congestion.

2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a member whose name appears on the Record of Depositors as at 21 May 2026 shall be entitled to attend or appoint proxy(ies) to attend, participate, speak and/or vote on his/her/its behalf.

3. CORPORATE MEMBER

Corporate members who wish to appoint corporate representatives instead of proxy(ies), must deposit their original certificate of appointment of corporate representative to the Registered Office of the Company at Wisma LSK, Lot 6122, Jalan Haji Abdul Manan, Off Jalan Meru, 41050 Klang, Selangor Darul Ehsan before the 23rd AGM or bring the original certificate of appointment of corporate representative to the 23rd AGM.

Attorneys appointed by power of attorney are required to deposit their power of attorney with the Registered Office of the Company not later than Wednesday, 27 May 2026 at 10.00 a.m. to attend and vote at the 23rd AGM.

4. APPOINTMENT OF 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 not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned AGM at which the person named in the appointment proposes to vote:

(a) In hard copy form

In case of an appointment made in hard copy form, the proxy form must be deposited at the registered office of the Company at Wisma LSK, Lot 6122, Jalan Haji Abdul Manan, Off Jalan Meru, 41050 Klang, Selangor Darul Ehsan.

(b) By electronic means

The proxy appointment can be lodged electronically with the Share Registrar of the Company via Vistra Share Registry and IPO (MY) Portal (“the Portal”) at <https://srmy.vistra.com>. Please refer to the procedures below for electronic lodgement of proxy form via the Portal.

ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“23RD AGM”) (cont’d)

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at the Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com 2. Click “Register” and select “Individual Holder” and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p style="text-align: center;"><i>If you are an existing user with the Portal or our TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of Proxy Form	<ol style="list-style-type: none"> 1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: “LEE SWEE KIAT GROUP BERHAD 23RD AGM”. 3. Navigate to the 3 dots at the end of the corporate event and choose “SUBMISSION OF PROXY FORM”. 4. Read and agree to the Terms & Conditions and confirm the Declaration. 5. Indicate the number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the Proxy Form for your record.
ii. Steps for Corporation or Institutional Shareholders	
Register as a User at the Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com 2. Click “Register” and select “Representative of Corporate Holder” and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p style="text-align: center;"><i>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.</i></p>
Proceed with submission of form of proxy	<ol style="list-style-type: none"> 1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: “LEE SWEE KIAT GROUP BERHAD 23RD AGM” 3. Navigate to the icon “>” at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder’s name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select “Confirm” to complete your submission. 10. Print the confirmation report of your submission for your record.

ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“23RD AGM”) (cont’d)

5. POLL VOTING

The voting at the 23rd AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the polling process and independent Scrutineers to verify the poll results.

6. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 23rd AGM proceedings is allowed without prior written permission of the Company.

7. NO DOOR GIFTS OR FOOD VOUCHERS

There will be no door gifts or vouchers provided to members, proxies and invited guests who attend the 23rd AGM.

8. ENQUIRY

If you have any enquiry on the above, please contact the following person-in charge 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	: +603-2783 9299
Email	: is.enquiry@vistra.com
Contact Person	
Mohammad Amirul Iskandar	: +603-2783 9279 (mohammad.amirul@vistra.com)
Syafiqul Hafidz	: +603-2783 9024 (syafiqul.hafidz@vistra.com)