



# GUH HOLDINGS BERHAD

Registration No.: 196101000062 (4104-W)

## ADMINISTRATIVE GUIDE

### EXTRAORDINARY GENERAL MEETING (“EGM”)

#### 1. HYBRID EGM

GUH Holdings Berhad (“GUH” or “the Company”) will conduct its EGM in **hybrid mode**, physically at the Company’s Auditorium and virtually via live streaming with remote participation and electronic voting facilities as set out below:

- Date : Monday, 26 May 2025
- Time : 11:00 a.m. or immediately following the conclusion or adjournment of the 61st AGM at 10:30 a.m., whichever is later
- Venue : (a) Main Venue :  
Auditorium of the Company at 2nd Floor, Plot 1240 & 1241, Bayan Lepas Free Industrial Zone, Phase 3, 11900 Bayan Lepas, Penang
- (b) Remote Participation and Voting Facilities Platform  
<https://www.equiti.my> (“RPV Facilities”) or (“Equiti.my”)

Shareholders shall have the option to attend the meeting either physically in person (“Physical Attendance”) at the Main Venue or through live streaming and online remote voting by way of Remote Participation and Voting (“RPV”) facilities.

#### 2. ENTITLEMENT TO PARTICIPATE AND VOTE


Only shareholders whose names appear in the Record of Depositors as at 19 May 2025 shall be eligible to participate and vote at the meeting or to appoint proxy(ies)/corporate representative(s)/attorney(s)/the Chairman of the meeting to participate and vote on his/her behalf.

Kindly refer to the procedures for registration and attendance at the Meeting for further information.

#### 3. PROCEDURES FOR PHYSICAL ATTENDANCE AND VIRTUAL ATTENDANCE

The procedures for RPV registration in respect of live streaming and remote voting are as follows:

Procedures		Action	
		Physical Attendance	Virtual Attendance
1.	Registration	N/A	<ul style="list-style-type: none"><li>If you have already registered an account at the website, you are not required to register again.</li></ul>

Procedures		Action	
		Physical Attendance	Virtual Attendance
1.	Registration		<ul style="list-style-type: none"> <li>Access website <a href="https://www.equiti.my">https://www.equiti.my</a> and click "Register Account" to sign up as a user. If you are using mobile devices, you can also scan the QR code below to access the website.</li> </ul>  <p>The registration will be opened from 9:00 a.m. on 26 May 2025 and close at 11:30 a.m. on 26 May 2025.</p> <ul style="list-style-type: none"> <li>Complete the registration process and upload softcopy of MyKad (front and back) or Passport (for foreign shareholders).</li> <li>Read and agree to the terms &amp; condition and thereafter submit your request.</li> <li>Upon submission, kindly login to your email address and obtain the verification code to verify your email address.</li> <li>After verifying your registration details against the General Meeting Record of Depositors of the Company as at 19 May 2025, you will be notified by the system whether your registration has been approved or rejected.</li> <li>If your registration is rejected, you may contact Mega Corporate Services Sdn. Bhd. for further clarifications.</li> </ul>
2.	Attending the meeting	<ul style="list-style-type: none"> <li>Please present your original MyKad / Passport (for foreign shareholders) for verification purpose at the registration counter.</li> <li>You will be provided with a QR code upon successful verification.</li> <li>Children are NOT allowed to enter the meeting venue.</li> </ul>	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the meeting at any time from 10:00 a.m. i.e. 30 minutes before the commencement of the meeting on 26 May 2025 at 10:30 a.m.</li> </ul>

Procedures		Action	
		Physical Attendance	Virtual Attendance
3.	Participate through live streaming	N/A	<ul style="list-style-type: none"> <li>• From the main screen, open the event HYBRID EGM.</li> <li>• Click the "Join Meeting" button.</li> <li>• Enter the password provided to you earlier to access the live video streaming.</li> </ul>
4.	Online remote voting	<ul style="list-style-type: none"> <li>• The voting session will commence once the Chairman declares that the voting platform is activated and will announce when the voting session has concluded.</li> <li>• To cast your vote, scan the QR code provided to you via your mobile phone or at the touch screen desk.</li> <li>• You may vote on all resolutions displayed on the screen and submit your votes. Once submitted, your votes are final and cannot be changed.</li> </ul>	<ul style="list-style-type: none"> <li>• The voting session will commence once the Chairman declares that the voting platform is activated and will announce the completion of the voting session.</li> <li>• To vote, click "Vote Now" button below the "Join Meeting" button and indicate your votes for the resolutions tabled for voting.</li> <li>• Cast your vote on all resolutions as displayed on the screen and submit your votes. Once submitted, your votes are final and cannot be changed.</li> </ul>
5.	End of RPV facilities	<ul style="list-style-type: none"> <li>• The RPV facilities will end, and the voting window will be disabled immediately after the Chairman announces the closure of the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• The RPV facilities will end and the voting window will be disabled immediately after the Chairman announces the closure of the meeting.</li> </ul>

#### 4. PROXY FORM

If you are unable to attend the meeting, you are encouraged to appoint any person/the Chairman of the meeting as your proxy and indicate your voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

For corporate shareholder who has appointed a representative to attend the meeting, please deposit the original certificate of appointment with the Share Registrar of the Company, Mega Corporate Services Sdn. Bhd. at address and contact details as shown on the last page.

The certificate of appointment should be executed in the following manners:-

- (a) If the corporate member has a common seal, by affixation of common seal in accordance with the Constitution of the corporate member; or
- (b) If the corporate member does not have a common seal, by affixation of the rubber stamp and executed by at least 2 authorised officers, of whom shall be a director or any directors and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

## **5. POLL VOTING**

The voting at the meeting 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 Mega Corporate Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic / physical means and Share Polls Sdn. Bhd. as Scrutineers to verify the poll results.

All shareholders and proxies attending the meeting physically at the Main Venue or virtually using the RPV facilities will exercise their rights to vote via online remote voting at <https://www.equiti.my>.

The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed.

## **6. NO RECORDING OR PHOTOGRAPHY**

Recording and photography of the meeting proceedings is prohibited without the prior written permission of the Company.

## **7. NO DOOR GIFTS OR E-VOUCHERS**

There will be no distribution of door gifts or e-vouchers for shareholder(s)/proxy(ies) who attend the meeting of the Company.

## **8. OTHER INFORMATION FOR PHYSICAL ATTENDANCE**

All attendees at the meeting venue must be medically fit to attend without any transmissible health condition. In the event of you are unwell or display symptoms of illness, the Company reserves the right to reject entrance of the attendee.

All attendees are required to register with the security personnel at the security check point of the building before they can gain access to the 2nd floor for the meeting.

## **9. ENQUIRY**

Should you have any enquiry(ies) or require any assistance on the above, please contact the Poll Administrator during office hours on Monday to Friday (except on public holidays) as below:

Mega Corporate Services Sdn. Bhd.  
Level 15-2, Bangunan Faber Imperial Court,  
Jalan Sultan Ismail,  
50250 Kuala Lumpur.

Email : [mega-sharereg@megacorp.com.my](mailto:mega-sharereg@megacorp.com.my)  
Tel. No. : +60 (3) 2692 4271 / 2694 8984  
Norhisham : +60 (12) 252 9136