



**ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING (“EGM”)**

Day and Date : Monday, 6 January 2025  
Time : 10.30 a.m.  
Venue : Meeting Room 5 & 6, Level 2, Renaissance Johor Bahru Hotel,  
2, Jalan Permas 11, Bandar Baru Permas Jaya, 81750 Masai, Johor Darul  
Takzim

Dear Shareholders of Pantech Group Holdings Berhad (“Pantech” or the “Company”)

**REGISTRATION ON THE DAY OF EGM**

1. Registration will commence at 9.00 a.m. and the registration counter will be closed when the meeting commences.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification. A photocopy of your NRIC or passport will not be accepted. Please ensure that the original NRIC or passport is returned to you thereafter.
3. 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.
4. You will be given an identification wristband with a personalized passcode upon registration and only be allowed to enter the meeting hall if you are wearing the identification wristband. Please retain the identification wristband for voting. There will be no replacement in the event you lose or misplace the identification wristband.

**APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE**

If a shareholder is not able to attend the EGM on 6 January 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 EGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn Bhd not later than **Saturday, 4 January 2025 at 10.30 a.m.**

The appointment of a 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 EGM and adjourned EGM at which the person named in the appointment proposed to vote:

- (i) In hard copy form

<b>Shareholder</b>	<b>Documents Required</b>
Individual	<ul style="list-style-type: none"><li>• Completed hard copy proxy form</li></ul>
Any authority pursuant to which such appointment is made by a power of attorney	<ul style="list-style-type: none"><li>• Completed hard copy proxy form; and</li><li>• A copy of the power of attorney provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.</li></ul>

Shareholder	Documents Required
Corporate Member	<ul style="list-style-type: none"> <li>• Original certificate of appointment which are executed in the following manner: <ul style="list-style-type: none"> <li>(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.</li> <li>(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"> <li>(a) at least two (2) authorised officers, of whom one shall be a director; or</li> <li>(b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.</li> </ul> </li> </ul> </li> </ul>

All documents mentioned above must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively in the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Saturday, 4 January 2025 at 10.30 a.m.**

(ii) By electronic form

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online> not later than **Saturday, 4 January 2025 at 10.30 a.m.** and the procedures to submit your proxy form electronically are summarised below:

**PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM**

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting “<b>Create Account by Individual Holder</b>”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: “<b>PANTECH GROUP HOLDINGS BERHAD EGM 2025 - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print proxy form for your record.</li> </ul>

Procedure	Action
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <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 persons stated under “<b>ENQUIRY</b>” section below if you need clarifications on the user registration.</p>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: “<b>PANTECH GROUP HOLDINGS BERHAD EGM 2025 - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “<b>SUBMISSION OF PROXY FORM</b>” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate event: “<b>PANTECH GROUP HOLDINGS BERHAD EGM 2025 - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “<b>Submit</b>” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

Please note that only a depositor whose name appears on the Record of Depositor as at **31 December 2024** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the EGM.

#### **REFRESHMENTS**

Light refreshments will be provided.

#### **NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of proceedings of the EGM is allowed.

## **ENQUIRY**

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> <i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia		<b><i>Telephone Number</i></b>
	<i>General Line</i>	603-2783 9299
	<i>Fax Number</i>	603-2783 9222
	<i>Email</i>	<i>is.enquiry@vistra.com</i>

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