



SENG FONG HOLDINGS BERHAD
(Registration No. 202101022910 (1423210-X))
(Incorporated in Malaysia under the Companies Act, 2016)

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

Day & Date : Monday, 06 May 2024
Time : 11.00 a.m.
Venue : Holiday Inn Melaka, Jalan Syed Abdul Aziz, 75000 Melaka, Malaysia

1. REGISTRATION

- The registration will commence at 10.00 a.m. on Monday, 06 May 2024 and will remain open until the conclusion of the EGM or such time as may be determined by the Chairman of the meeting.
- Please present your original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.
- Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given an identification wristband for voting purposes.

2. CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to the registered office of the Company on or before the EGM.
- Attorneys appointed by power of attorney are required to deposit their power of attorney with the registered office of the Company not later than Sunday, 05 May 2024 at 11.00 a.m. to attend and vote at the EGM.

3. APPOINTMENT OF PROXY

The appointment of proxy may be made in hard copy form or by electronic means in the following manner not less than 24 hours before the time appointed for holding the meeting or adjourned meeting as the case may be:

i. In hard copy form

By hand or post to the registered office of the Company at No. 2 (1st Floor), Jalan Marin, Taman Marin, Jalan Haji Abdullah, Sungai Abong, 84000 Muar, Johor.

ii. By electronic form

All members can have the option to submit Proxy Forms electronically via TIIH Online website at <https://tiih.online>. Please do read and follow the procedures below to submit the proxy appointment electronically.

ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor Investor & Issuing House Services Sdn Bhd's TIIH Online website are summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
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”. Please 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.
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 username (i.e. email address) and password. ▪ Select the corporate event: “SENG FONG HOLDINGS BERHAD EGM 2024 - SUBMISSION OF PROXY FORM”. ▪ Read and agree to the Terms and 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/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. ▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. ▪ Review and confirm your proxy(s) appointment. ▪ Print the proxy form for your record.
ii. <u>Steps for Corporate or Institutional shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online at https://tiih.online. ▪ Under e-Services, 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 (1) to two (2) working days. ▪ Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><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 proxy form	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online. ▪ Select the corporate event: “SENG FONG HOLDINGS BERHAD EGM 2024 – SUBMISSION OF PROXY FORM” ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “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: “SENG FONG HOLDINGS BERHAD EGM 2024 - 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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4. GENERAL MEETING RECORD OF DEPOSITOR

For the purpose determining who shall be entitled to attend the EGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 29 April 2024 and only depositors whose names appear on such Record of Depositors shall be entitled to attend the said meeting.

5. NO RECORDING OR PHOTOGRAPHY

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

6. ENQUIRY

If you have any enquiry prior to the meeting, you may contact the following persons during office hours on Monday to Friday from 8.30 a.m. to 5.30 p.m. (except on public holidays).

1. Seng Fong Holdings Berhad
General Line: +606-9864 268/+606-9864 269
Fax Number: +606-9864 272
Email: enquiry@sengfongholdings.com
Contact person: Mr Tan Se Shir (Philip)

2. 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 : Mr Ashvinder Singh [ashvinder.singh@my.tricorglobal.com]
Mr Muhammad Asyran [muhammad.asyran@my.tricorglobal.com]