

Administrative Guide

For The Fourth Annual General Meeting ("4th AGM")

Date : Tuesday, 18 November 2025
Time : 11.00 a.m.
Venue : AMES Hotel, Jalan Pkak 2, Pusat Komersial, 75450 Ayer Keroh, Melaka

REGISTRATION

1. The registration will commence at 10.00 a.m. on Tuesday, 18 November 2025 and will remain open until the conclusion of the 4th AGM or such time as may be determined by the Chairman of the 4th AGM.
2. 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.
3. Upon verification, shareholders (or "members") 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 the wristband for voting purposes.

APPOINTMENT OF PROXY

The instrument for appointment of proxy may be made in hard copy form or by electronic means in the following manner not less than twenty-four (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 have the option to submit proxy form(s) electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") at <https://srmy.vistra.com>. Please refer to the procedures below for submission of the proxy appointment electronically.

ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via The Portal are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	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. <i>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</i>

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Procedure	Action
i. Steps for Individual Shareholders (Cont'd)	
Proceed with submission of proxy form	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "SENG FONG HOLDINGS BERHAD 4TH 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 and Conditions and confirm the Declaration. 5. Indicate the total 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 the 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	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 approval 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. <i>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 Tricor if you need clarifications on the user registration.</i>
Proceed with submission of proxy form	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "SENG FONG HOLDINGS BERHAD 4TH 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.

GENERAL MEETING RECORD OF DEPOSITOR

For the purpose of determining who shall be entitled to attend the 4th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at 11 November 2025 and only depositors whose names appear on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

No part of the 4th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

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ENQUIRY

If you have any enquiry prior to the 4th AGM, 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 and/or surprise 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
Email : is.enquiry@vistra.com
Contact persons : Mr. Mohammad Amirul Iskandar [mohammad.amirul@vistra.com]
Mr. Syafiqul Hafidz [syafiqul.hafidz@vistra.com]