

MUHIBBAH ENGINEERING (M) BHD

Registration No. 197201001137 (12737-K)

(Incorporated in Malaysia)

FIFTY-SECOND ANNUAL GENERAL MEETING ADMINISTRATIVE NOTES FOR SHAREHOLDERS

Date	:	Thursday, 26 June 2025
Time	:	2.00 p.m.
Place	:	Concorde Hotel Shah Alam, Concorde 1, Level 2, No.3, Jalan Tengku Ampuan Zabedah C9/C, 40100 Shah Alam, Selangor Darul Ehsan

(A) REGISTRATION

1. Registration will start at 12.00 p.m. and the Annual General Meetings (“AGMs”) will start punctually at 2.00 p.m. We strongly encourage you to come early to facilitate registration.
2. Please produce your original MyKad (for Malaysians) or Passport (for non-Malaysians) during the registration for verification purpose. Please ensure the original MyKAD or Passport is returned to you thereafter. The Company will not be responsible for any lost MyKad or Passport.
3. Please note that you will not be allowed to register on behalf of another attendee even if the original MyKAD or Passport of that attendee is produced.
4. Upon verification of your MyKAD (for Malaysians) or Passport (for non-Malaysians) and signing of the attendance list, you be given a wristband for identification to enter the meeting hall and voting purposes.
5. If you are attending the meeting as a member and a proxy, you will be given only one (1) identification wristband.
6. Please note that you will not be allowed to enter the meeting hall without wearing the identification wristband.
7. Lost or misplaced identification wristband will not be replaced.
8. The registration counter will only handle verification of identities and registrations. If you have other enquiries or need clarification, please proceed to the Helpdesk.

(B) PROXY

1. A member of the Company entitled to participate at the meeting is entitled to appoint proxy/proxies to participate on the member's behalf. If you are unable to attend this AGM and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions printed therein. **Proxy forms received via facsimile and/or e-mail will not be accepted.**
2. Where a member appoints two proxies, the proportion of holding(s) to be represented by each proxy must be specified in the instrument appointing the proxies, otherwise the appointment shall be invalid.
3. If you wish to personally participate in this AGM, please do not appoint any proxy/ies. You will not be allowed to participate in the meeting together with a proxy appointed by you.
4. If you have submitted your proxy form prior to the AGM and subsequently decide to appoint another person or wish to personally attend the meeting, please write an email to is.enquiry@vistra.com to revoke the earlier appointed proxy(ies) at least 48 hours before the AGM. You may also proceed to the Helpdesk to revoke the appointment of your proxy on the day of the AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such an event, you should advise your proxy(ies) accordingly.
5. If you are unable to participate in this AGM and wish to appoint the Chairman of the meeting or a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions printed therein.
6. The appointment of a proxy form can be made in hard copy or by electronic means as specified below and must be received by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") no later than **Tuesday, 24 June 2025 at 2.00 p.m.**

(a) In hard copy form

In the case of an appointment made in hard copy form, the original proxy form must be deposited with the Share Registrar of the Company, 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, at the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for the holding of the AGM or any adjournment thereof.

(b) In electronic form

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online> not less than forty-eight (48) hours before the time appointed for the holding of the AGM or any adjournment thereof. Kindly refer to the below procedures for electronic lodgement of proxy form via TIIH Online:-

Procedure	Action
I. Steps for Individual Shareholders	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again.
(b) 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 user name (i.e. email address) and password. Select the corporate event: “MUHIBBAH 52nd AGM – SUBMISSION OF PROXY FORM”. Read and agree to the Term & 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(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print proxy form for your record.
II. Steps for corporate or institutional shareholders	
(a) 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 corporation 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 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 assistance on the user registration.</i></p>
(b) Proceed with submission of from of proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate exercise name: “MUHIBBAH 52nd AGM – 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. Submit the proxy appointment file. Login to TIIH Online, select corporate exercise name: “MUHIBBAH 52nd AGM – 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.

7. Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.
8. Any authority pursuant to which such an appointment is made by a power of attorney must be deposited to the Share Registrar's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively at the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia no later than **Tuesday, 24 June 2025 at 2.00 p.m.** to participate in the AGM. A copy of the power of attorney may be accepted provided that it is notarially certified in compliance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

Corporate Members

A corporate member that wishes to appoint a representative instead of a proxy to attend this AGM must submit the **ORIGINAL** certificate of appointment under the seal of the corporation to the office of the Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively at the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, at any time before the time appointed for holding of the AGM or to the registration staff on the meeting day for the Company's records. You will NOT be allowed to attend the AGM if you fail to produce the original certificate of appointment. The certificate of appointment should be executed in the following manner:

- (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.
- (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:
 - (a) At least two authorised officers, of whom one shall be a director; or
 - (b) Any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

(C) GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

Only members whose name appears in the ROD as at 17 June 2025 shall be entitled to attend, participate, speak and vote at the 52nd AGM.

(D) POLL VOTING

The voting at the 52nd AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Cooper Professional Scrutineers Sdn Bhd as Scrutineers to verify the poll results.

Shareholders may proceed to vote on the resolutions from the commencement of the 52nd AGM on **Thursday, 26 June 2025 at 2.00 p.m.** until the end of the voting session which will be announced by the Chairman of the meeting.

Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

(E) HELP DESK

Please approach the Helpdesk for enquiries or clarification on registration matters and revocation of proxy appointments.

(F) RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 52nd AGM is allowed.

(G) REFRESHMENT

NO food will be served, except coffee, tea or plain water.

(H) TOKEN OF APPRECIATION

1. Each shareholder attending the Meeting in person will be entitled to **one (1) Touch N Go (T&G)** voucher (RM30) only upon registration.
2. Each proxy attending the Meeting will be entitled to **one (1) T&G** voucher (RM30) only upon registration (per head count), irrespective of the number of shareholders he/she represents.
3. If you are a shareholder and also a proxy attending the Meeting, you will be entitled to **one (1) T&G** voucher (RM30) only upon registration (per head count).
4. If the shareholder appoints more than one (1) proxy, only **one (1) T&G** voucher (RM30) will be given, and this will be given to the first registered proxy. You are not allowed to collect on behalf of another attendee.
5. **All redemption must be made on the same day of the AGM.** Lost or misplaced vouchers will not be replaced.

(I) CAR PARK AND PARKING REDEMPTION COUNTER

1. After registration for attendance of the MUHIBBAH 52nd AGM, you are advised to approach the Parking Redemption Counter at Level 2, near to Grand Ballroom to validate and redeem for free parking provided by the Company for cars parked only at Concorde Hotel Shah Alam.
2. All shareholders have to bring their Touch N Go or Debit/Credit card to validate to RM10.00 nett per entry.
3. The Company will NOT provide cash reimbursement for parking charges incurred by shareholders/proxies attending the meeting and who park their vehicles at the car parks of other buildings, or use the valet parking service at Concorde Hotel Shah Alam.

(J) ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299 | Fax: +603-2783 9222 | Email : is.enquiry@vistra.com

Contact persons: Mr. Azad +603-2783 9284 (Mohamad.Hifzul@vistra.com)

Mr. Darwin +603-2783 9246 (Nazrul.Darwin@vistra.com)

Ms. Siti Zalina +603-2783 9247 (Siti.Zalina@vistra.com)

(K) ANNUAL REPORT

Please take note that there **will not be any distribution of copies of the Annual Report 2024 at the meeting venue.**

The Annual Report 2024 is available on Bursa Malaysia's website at www.bursamalaysia.com under Company Announcements and also at the Muhibbah website at www.muhibbah.com. You may request for a printed copy of the Annual Report 2024 at <https://tiih.online> by selecting "Request Annual Report" under "Investor Services". Nevertheless, we hope you would consider the environment before you decide to request the printed copy.