



TAFI INDUSTRIES BERHAD
Registration No. 200401002432 (640935-P)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE
FOR THE TWENTY-FIRST ANNUAL GENERAL MEETING (“21st AGM”)**

Day and Date : **Thursday, 20 November 2025**
Time : **10.30 a.m.**
Venue : **FOX Hotel Glenmarie Shah Alam, FOX Ballroom, Level 8, Pusat Komersil Vestland, No. 6 Jalan Juruanalisis U1/35, Seksyen U1, 40150 Shah Alam, Selangor Darul Ehsan**

1. REGISTRATION

- a. The registration will commence at 9:30 a.m. on Thursday, 20 November 2025 and will remain open until the closing of the voting session for vote-counting or such time as may be determined by the Chairman of the meeting.
- b. Please present your original National Registration Identity Card (“NRIC”) or Passport (for non-Malaysian) to the registration staff for verification. Only original NRIC or Passport is valid for registration.
- c. Upon verification, you are required to write your name and sign the attendance list placed on the registration table. You will be given an identification wristband for voting purposes. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
- d. No person will be allowed to register on behalf of another person even with the original NRIC or passport of the other person.
- e. Please proceed to the Help Desk for any clarification or queries apart from registration details. The Help Desk will also handle revocation of proxy’s appointment.

2. APPOINTMENT OF PROXY OR ATTORNEY OR BY AUTHORISED REPRESENTATIVE

- a. Only members whose names appear on the Record of Depositors as at 12 November 2025 shall be eligible to attend, speak and vote at the 21st AGM or appoint proxies to attend and/or vote on his/her behalf.
- b. In view that the 21st AGM will be conducted physically, members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the proxy form.
- c. If you wish to participate in the 21st AGM yourself, please do not submit any proxy form for the 21st AGM. You will not be allowed to participate in the 21st AGM together with a proxy appointed by you.
- d. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney/authorised representative for the 21st AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 18 November 2025 at 10:30 a.m.:-**
 - i. In hard copy form
The original Proxy Form must be deposited with the Company’s Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

ii. By electronic means

All shareholders may submit proxy forms electronically via Vistra Share Registry and IPO (MY) portal (“The Portal”) and the steps to submit are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	<ul style="list-style-type: none"> Visit the website at https://srmy.vistra.com. Click "Register" and select “Individual Holder” and complete the New User Registration Form. For guidance, you may refer to the tutorial guide available on the homepage. Once registration is completed, you will receive an email notification to verify your registered email address. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. Once you receive the confirmation, activate your account by creating your password.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your email address and password. Select the corporate event: “TAFI 21ST AGM”. Navigate to the 3 dots at the end of the corporate event and choose “SUBMISSION OF PROXY FORM”. Read and agree to the Terms and Conditions and confirm the Declaration. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. Print the proxy form for your record.
Procedure	Action
ii. Steps for Corporate or Institutional shareholders	
Register as a User at The Portal	<ul style="list-style-type: none"> Visit the website at https://srmy.vistra.com. Click "Register" and select “Representative of Corporate Holder” and complete the New User Registration Form. Complete the registration form with your personal details. Once registration is completed, you will receive an email notification to verify your registered email address. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. Once you receive the confirmation, activate your account by creating your 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 clarifications on the user registration.</i></p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> Login to https://srmy.vistra.com with your email address and password. Select the corporate event: “TAFI 21ST AGM”. Navigate to the icon “>” at the end of the corporate event. Read and agree to the Terms and Conditions and confirm the Declaration. Select the corporate holder’s name. Proceed to download the submission file. Prepare the file for the appointment of proxy(ies) by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select “Confirm” to complete your submission. Print the confirmation report of your submission for your record.

3. **POLL VOTING**

- a. The voting at the 21st AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed TIIH as Poll Administrator to conduct the poll by way of electronic voting (e-voting).
- b. During the 21st AGM, the Chairman will invite the Poll Administrator to brief on the voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- c. Upon completion of the voting session for the 21st AGM, the Scrutineers will verify the poll results for announcement by the Chairman, followed by the Chairman's declaration whether the resolutions are duly passed.

4. **RESULTS OF THE VOTING**

The results of the voting will be announced before the conclusion of the 21st AGM and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at www.bursamalaysia.com.

5. **2025 ANNUAL REPORT, CIRCULAR AND STATEMENT TO SHAREHOLDERS**

- a. The 2025 Annual Report, Circular and Statement to Shareholders are available on the Company's website at <https://welcome.tafi.com.my/> and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.
- b. Should you require a printed copy of the Annual Report and/or Circular and/or Statement, please request at TIIH Online website at <https://srmy.vistra.com> by selecting "Request for Annual Report/Circular" under the "Investor Services". Nevertheless, we encourage you to consider the environment before you decide to request for the printed copy.
- c. For your convenience, the printed copies are also available for collection at the Registration Counter on first come first serve basis during the registration.

6. **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording and photography at the 21st AGM.

7. **ENQUIRY**

If you have any enquiries on the above, please contact the Share Registrar 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
Email : is.enquiry@vistra.com
Contact Person : Mr. Low Cheng Chuan / En. Muhammad Ashraff Bin Mohd Khaizan