



Cepatwawasan Group Berhad

Registration No. 200101000743 (536499-K)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE TO SHAREHOLDERS TWENTY-THIRD ANNUAL GENERAL MEETING

The Twenty-third Annual General Meeting (23rd AGM) of the Company, which will be held as follows:

Date & Time : **Tuesday, 23 May 2023 at 11.00 a.m.**
Venue : **Amadeus III, Level 2, Sabah Hotel Sandakan
KM1, Jalan Utara, 90703 Sandakan, Sabah**

APPOINTMENT OF PROXY

1. If a shareholder is unable to participate at the AGM, he/she may appoint his/her proxy(ies) to participate and vote on his/her behalf and indicate the voting instruction in the Proxy Form. Alternatively, the shareholder may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
2. Shareholders who appoint proxies or attorney or authorised representative(s) in the AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 21 May 2023 at 11.00 a.m.**

2.1 In hard copy

The Proxy Form shall be deposited at 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, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

2.2 By electronic means

The Proxy Form can be electronically lodged via Tricor's TIIH Online website at <https://tiih.online> OR email to is.enquiry@my.tricorglobal.com. Please refer to procedures for "Electronic Lodgement of Proxy Form" as set out in this Administrative Guide.

REQUEST FOR PRINTED COPY OF THE CIRCULAR

As a shareholder of the Company, you may request for a printed copy of the Circular at <https://tiih.online> by selecting "Request for Circular" under the "Investor Services" or alternatively, you may also make your request through telephone or e-mail to our Share Registrar at the number or e-mail address given below.

We will send it to you by ordinary post as soon as possible upon receipt of your request. However, please consider the environment before requesting for the printed copy of the said documents.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
i) Steps for individual Shareholders		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Select the "Sign Up" button and followed by "Create Account by Individual Holder" Register as a user under the "e-Services". Please do 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.
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: "Cepatwawasan 23rd AGM :Submission of Proxy Form". Read and agree to the Terms & 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 corporation 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 our Share Registrar if you need clarifications on the user registration.)</i></p>

	Procedure	Action
iii)	Steps for corporation or institutional shareholders (cont'd)	
b.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiah.online • Select the corporate exercise name: “Cepatwawasan 23rd 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: “Cepatwawasan 23rd 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.

ENQUIRY

If you have any enquiries on the above, kindly 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 Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons:

- Ms. Lim Lay Kiow +603-2783 9232 ; email : Lay.Kiow.Lim@my.tricorglobal.com
- Puan Zakiah Wardi +603-2783 9287 ; email : Zakiah@my.tricorglobal.com