



Cepatwawasan Group Berhad

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

ADMINISTRATIVE GUIDE FOR THE TWENTY-SIXTH ANNUAL GENERAL MEETING

The Twenty-Sixth Annual General Meeting (26th AGM) of the Company will be held as follows:

Date & Time : **Wednesday, 20 May 2026 at 10.00 a.m.**
Venue : **Amadeus III, Level 2, Sabah Hotel Sandakan
KM1, Jalan Utara, 90703 Sandakan, Sabah**

APPOINTMENT OF PROXY

1. If a member is unable to participate at the 26th 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 member may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
2. Members who appoint proxies or attorney or authorised representative(s) in the 26th 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 **Monday, 18 May 2026 at 10.00 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, in the drop box located 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 Vistra Share Registry and IPO (MY) portal ("The Portal") at <https://srmy.vistra.com>. Please refer to procedures for "Electronic Lodgement of Proxy Form" as set out in this Administrative Guide.

REQUEST FOR PRINTED COPY OF THE ANNUAL REPORT / CIRCULAR

As a member of the Company, you may request for a printed copy of the Annual Report / Circular at <https://srmy.vistra.com> by selecting "Request for Annual Report / 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 reasonably practicable. 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 The Portal are summarised below:

	Procedure	Action
i) Steps for individual members		
a.	Register as a User with The Portal	<ul style="list-style-type: none"> • Visit The Portal 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. <p>(If you are an existing user with The Portal or had registered with TIH Online portal previously, you are not required to register again. You will automatically receive a notification once the remote participation is available for registration at The Portal.)</p>
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 email address and password. • Select the corporate event: “CEPATWAWASAN 26th 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 & Conditions and confirm the Declaration • Indicate the total number of shares assigned to your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Print proxy form for your record.
ii) Steps for corporation or institutional members		
a.	Register as a User with The Portal	<ul style="list-style-type: none"> • Visit The Portal 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 approved 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 member must register as a user in accordance with the above steps before he/she can</i></p>

		<i>subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i>
--	--	---

	Procedure	Action
iii)	Steps for corporation or institutional members (cont'd)	
b.	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to The Portal at https://srmy.vistra.com with your email address and password. • Select the corporate event: “CEPATWAWASAN 26th AGM”. • Navigate to the icon “>” at the end of the corporate event. • Read and agree to the Terms & 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.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at 14 May 2026 shall be entitled to attend, speak and vote at the 26th AGM or appoint proxies to attend and/or vote on his/her behalf.

ENQUIRY

Should you require any assistance on the above, kindly contact our Share Registrar at the phone number and email address provided as below.

Share Registrar - Tricor Investor & Issuing House Services Sdn. Bhd.

[Registration No. 197101000970 (11324-H)]

Unit 32-01, Level 32, Tower A, Vertical Business Suite

Avenue 3, Bangsar South

No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Tel : +603-2783 9299

Email : is.enquiry@vistra.com