

# ADMINISTRATIVE GUIDE

## PRE-REGISTRATION BEFORE AGM

In order to assist the Company in managing the turnout at the forthcoming 22<sup>nd</sup> AGM, all shareholders of the Company, whether individual shareholders, corporate shareholders, proxy holders, authorised nominees or exempt authorised nominees whose names appear on the Record of Depositors of the Company as at **07 June 2024** that wish to attend the forthcoming 22<sup>nd</sup> AGM in person must pre-register with our Share Registrar by sending an email to [sharereg@plantationagencies.com.my](mailto:sharereg@plantationagencies.com.my) not later than Wednesday, 12 June 2024 at 9.30 am.

## SUBMISSION OF QUESTIONS BEFORE AGM

To facilitate a smooth proceedings at the forthcoming AGM, shareholders who wish to raise questions in relation to the resolutions to be tabled at the forthcoming AGM, are encouraged to submit the questions to our Management by sending an email to [ir@tekseng.co](mailto:ir@tekseng.co) not later than Wednesday, 12 June 2024 at 9.30 am.

## POLL VOTING

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and the Company's Constitution, all the resolutions set out in the Notice of the 22<sup>nd</sup> AGM will be voted upon by poll.

The Company has appointed Plantation Agencies Sdn Berhad as the Poll Administrator to conduct the polling process and Quantegic Services Sdn Bhd as the Independent Scrutineer to verify the poll results.

## AGM DAY

- Registration will start at 9.00 am.
- Attendees must present his original MyKad or Passport (for foreign shareholder) to the registration counter for verification. No person will be allowed to register on behalf of another person even with the original MyKad or Passport of that other person.
- Thereafter, you will be given a polling form ("**voting slip**") for the poll voting. There will be no replacement should you lose or misplace the voting slip.