

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Administrative details for the **Extraordinary General Meeting (“EGM”)** of Ajiya Berhad (“Ajiya” or “Company”), which will be held at Menara Chin Hin, Level 19, 8th & Stellar, No. 1, Jalan Naga Emas, Sri Petaling, 57000 Kuala Lumpur, Malaysia on Thursday, 9 October 2025 at 10.00 a.m.

Registration

- Only depositors whose name appear on the Record of Depositors as at 2 October 2025 shall be eligible to attend the EGM or appoint proxy(ies) to attend and/or vote on his/her behalf at the EGM.
- Registration will commence at 9.00 a.m. and will remain open until the conclusion of the EGM or such time as may be determined by the Chairman of the meeting.
- For verification purpose, members and proxies are required to present their original identity card (I/C) or passport (for foreigners) at the registration counter. Only original I/C or passport will be accepted for the purpose of identity verification. Please ensure that you collect your I/C or passport thereafter. No person will be allowed to register on behalf of another person even with the original I/C or passport of that person.
- Upon verification and registration, please sign on the attendance list and an identification wristband will be provided at the registration counter.
- If you are attending the meeting as a shareholder as well as proxy, you will be registered once and will only be given one (1) identification wristband.
- Once registered, you will be given an e-voting ballot to cast your vote. Please take note that each shareholder/proxy will receive a unique e-voting ballot with QR code printed. Shareholders/Proxy are responsible for safeguarding their ballot. Please inform the registration counter immediately if your ballot is lost.
- No person will be allowed to enter the meeting hall without the identification wristband.

Door Gift/Voucher

- No door gift or voucher will be distributed at the EGM.

Poll Voting

- All resolutions set out in the Notice of the EGM will be put to vote by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- The Company has appointed Agmo Digital Solutions Sdn Bhd as Poll Administrator to conduct the electronic poll voting (e-voting) and Aegis Communication Sdn Bhd as the Independent Scrutineer to verify the poll results.
- E-voting for each of the resolutions as set out in the EGM Notice will take place only upon the conclusion of the deliberations of all the businesses transacted at the meeting. Attendees at the meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.

Enquiry

For enquiries relating to the general meeting, please contact us during office hours (9:00 a.m. to 5:00 p.m.), Mondays to Fridays (except public holidays), at the following:

Email : enquiry@ajiya.com