

# ADMINISTRATIVE GUIDE

For the Thirtieth Annual General Meeting ("30<sup>th</sup> AGM") of Thong Guan Industries Berhad ("the Company")

Day & Date : Tuesday, 27 May 2025  
Time : 11:00 a.m.  
Venue : Sapphire Hall, Purest Hotel, No. A-2 Jalan Indah 1, Taman Sejati Indah, 08000 Sungai Petani, Kedah Darul Aman, Malaysia

## Registration on the day of AGM

1. Registration will commence at 10:00 a.m. and will end at the time as may be determined by the Chairman of the Meeting.
2. Please present your original MyKad or Passport to the registration staff for verification. Please make sure your MyKad or Passport is returned to you after registration.

## Entitlement to Participate and Appointment of Proxy

1. Only members whose names appear on the Record of Depositors on **20 May 2025** (General Meeting Record of Depositors) shall be eligible to attend the meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.
2. The instrument appointing a proxy shall be deposited in the following manner not less than 48 hours before the time for holding the AGM or any adjournment thereof:

### (a) By hard copy form

The Form of Proxy must be deposited at the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia.

### (b) By electronic form

The Form of Proxy can be electronically submitted through email to [ir@shareworks.com.my](mailto:ir@shareworks.com.my).

## Revocation of Proxy

1. If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our 30<sup>th</sup> AGM in person, please write in and be deposited at the Registered Office of the Company to revoke the earlier appointed proxy twenty-four (24) hours before the 30<sup>th</sup> AGM.

## No Door Gifts/Food Vouchers

1. There will be no distribution of good gifts or food vouchers at the 30<sup>th</sup> AGM.

## Enquiries

1. For any enquiries, kindly contact the following during office hours (8:30 a.m. to 5:30 p.m.) on Monday to Friday (except public holidays):

Shareworks Sdn. Bhd.  
T: +603 6201 1120 | F: +603 6201 3121

Boardroom Corporate Services Sdn. Bhd.  
T: +604 229 4390 | F: +604 226 5860

## Personal Data Privacy

By submitting the duly executed Form of Proxy, the member and his/her proxy consent to the Company and/or its agents/ service providers to collect, use and disclose the personal data therein in accordance with the Personal Data Protection Act 2010, for the purpose of the 30<sup>th</sup> AGM of the Company and any adjournment thereof.