

# ADMINISTRATIVE GUIDE

Administrative Guide for the Thirty-First Annual General Meeting (“31<sup>st</sup> AGM”) of Thong Guan Industries Berhad (“the Company”)

Day & Date	: Friday, 22 May 2026
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., on Friday, 22 May 2026 and will open until the conclusion of the 31<sup>st</sup> AGM or such time may be determined by the Chairman of the meeting.
2. Please read the signage as to where you should register yourself for the meeting and join the queue accordingly.
3. 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.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.
5. A voting gadget and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband

## Entitlement to Participate and Appointment of Proxy

1. Only members whose names appear on the Record of Depositors on 14 May 2026 (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 31<sup>st</sup> AGM in person, please write in and deposit at the Registered Office of the Company to revoke the earlier appointed proxy twenty-four (24) hours before the 31<sup>st</sup> AGM.

## No Door Gifts/Food Vouchers

1. There will be no distribution of door gifts or food vouchers at the 31<sup>st</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 (as amended by the Personal Data Protection (Amendment) Act 2024), for the purpose of the 31<sup>st</sup> AGM of the Company and any adjournment thereof.