

ADMINISTRATIVE GUIDE FOR SECOND ANNUAL GENERAL MEETING (“2ND AGM”)

- Meeting Day & Date** : Friday, 31 May 2024
- Time** : 10.00 a.m.
- Online Meeting Platform** : www.swsb.com.my
- Mode of Communication** : Shareholders may submit questions to the Board of Directors (“**Board**”) prior to the 2nd AGM to corporate@kgwlogistics.com **no later than 10.00 a.m. on 29 May 2024** or to use the Question and Answer (“**Q&A**”) Platform to transmit questions to the Board via Remote Participation and Voting (“**RPV**”) facilities during live streaming.
- Broadcast Venue** : Virtual basis through live streaming and online remote participation and voting from the Broadcast Venue at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan (KL), Malaysia.

Dear Valued Shareholders of KGW Group Berhad,

Mode Of Meeting

- The Company will hold and conduct its 2nd AGM on a virtual basis through live streaming and online remote voting using RPV facilities.
- Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 2nd AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.
- The Broadcast Venue of the 2nd AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the 2nd AGM to be present at the main venue of the 2nd AGM.
- **NO** members or proxy(ies)/corporate representative(ies)/attorney(s) from the public shall be physically present at the Broadcast Venue on the day of the 2nd AGM.
- Kindly check the latest updates via announcements on Bursa Malaysia Berhad’s website at www.bursamalaysia.com.

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RPV Facility

1. Should you wish to attend the 2nd AGM, you are required to register yourself by using the RPV facilities in accordance with the instructions as set out under paragraph 6 below.

If a member is unable to participate in the online 2nd AGM, he/she/it is encouraged to appoint the Chairman of the 2nd AGM as his/her/its proxy(ies) and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

A member who wishes to appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote at the 2nd AGM via the RPV facilities must request his/her/its proxy(ies)/corporate representative(s)/attorney(s) to register himself/herself/themselves for the RPV facilities.

With the RPV facilities, you may exercise your rights as a member to attend, participate (including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company) and vote remotely at the 2nd AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV facilities to attend, participate and vote remotely at the 2nd AGM. Please refer to the details as set out below for information.
3. **Corporate Members** (through Corporate Representative(s) or appointed proxy(ies)) who wish to participate and vote remotely at the 2nd AGM must contact the poll administrator, **ShareWorks Sdn. Bhd.** (“**ShareWorks**”) with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 29 May 2024 at 10.00 a.m.:**
 - a. Certificate of Appointment of its Corporate Representative or Form of Proxy under the seal of the corporation or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Form of Proxy is not executed under the seal of the corporation, please attach a copy of that corporation’s constitution for verification;
 - b. Copy of the corporate representative’s or proxy’s identity card (MyKad) (front and back)/ Passport; and
 - c. Corporate representative’s or proxy’s email address and mobile phone number.
4. **Nominee Company Members** who wish to attend, participate and vote remotely at the 2nd AGM can request their Nominee Companies to appoint their proxy(ies) to attend, participate and vote remotely at the 2nd AGM. Please contact the poll administrator, **ShareWorks** with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 29 May 2024 at 10.00 a.m.:**
 - a. Form of Proxy under the seal of the Nominee Company or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Form of Proxy is not executed under the seal of the corporation, please attach a copy of that corporation’s constitution for verification;
 - b. Copy of the proxy’s identity card (MyKad) (front and back)/ Passport; and
 - c. Proxy’s email address and mobile phone number.

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5. Member who is appointing attorney(s) instead of proxy(ies) to participate and vote remotely at the 2nd AGM must contact the poll administrator, **ShareWorks** with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 29 May 2024 at 10.00 a.m.:**
- Power of Attorney which is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed;
 - Copy of the attorney’s identity card (MyKad) (front and back)/ Passport; and
 - Attorney’s email address and mobile phone number.
6. The procedures for the RPV in respect of the live streaming and remote voting at the 2nd AGM are as follows:

Procedures		Action
Before the 2nd AGM		
(i)	Register as a user	<ul style="list-style-type: none"> If you have already registered an account at the website, you are not required to register again. Access website www.swsb.com.my Click “Login” and click “Register” to sign up as a user. The registration will be open from 10.00 a.m. on 1 May 2024 and close at 10.00 a.m. on 30 May 2024. Complete the registration process and upload softcopy of MyKAD (front and back) (for Malaysian members) or Passport (for non-Malaysian members). Read and agree to the terms and conditions and thereafter submit your request. Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour. Upon verification of the user ID, ShareWorks will send an email notification to approve you as a user. After verification of your registration against the General Meeting Record of Depositors of the Company as at 23 May 2024, the system will send you an email to notify you if your registration is approved or rejected after 23 May 2024. If your registration is rejected, you can contact ShareWorks for clarifications or to appeal.
On the day of 2nd AGM		
(ii)	Login to www.swsb.com.my	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 2nd AGM at any time from 9.30 a.m. (30 minutes before the commencement of the 2nd AGM on 31 May 2024 at 10.00 a.m.)
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the “Virtual Meeting” from main menu. Click the “Join Meeting” located next to the event. You are required to provide your full name as per CDS records and your user registered email address.

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RPV Facilities (Cont’d)

		<ul style="list-style-type: none"> • Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming. • If you have any question for the Board, you may use the Q&A platform to transmit your question. The Board will try to respond to all questions submitted by remote participants during the 2nd AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the 2nd AGM ended. • Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(iv)	Online remote voting	<ul style="list-style-type: none"> • Select “Voting” located next to the “Join Meeting” and indicate your votes for the resolutions that are tabled for voting. • Voting session will commence once the Chairman of the 2nd AGM declare that the voting platform is activated and will end once the Chairman announces the completion of the voting session.

Appointment of Proxy

Only a member whose name appears on the Record of Depositors on 23 May 2024 shall be eligible to attend, participate and vote at the 2nd AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote on his/her/its behalf.

If a member appoints his/her/its proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote at the 2nd AGM, please ensure the duly executed Form of Proxy/Certificate of Appointment of its Corporate Representative/Power of Attorney are submitted to the Share Registrar, **ShareWorks** as follows **not later than 29 May 2024 at 10.00 a.m.:**

- (a) Deposit Hardcopy of Proxy Form
Share Registrar, ShareWorks Sdn. Bhd. at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan (KL), Malaysia; or
- (b) Deposit of Proxy Form Electronically
Share Registrar, ShareWorks Sdn. Bhd. at ir@shareworks.com.my

Revocation of Proxy

Please note that if an Individual Member has submitted his/her Form of Proxy prior to the 2nd AGM and subsequently decides to personally attend and participate in the 2nd AGM via RPV facilities, the Individual Member shall proceed to contact **ShareWorks** to revoke the appointment of his/her/its proxy **no later than 30 May 2024 at 10.00 a.m.**

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Poll Voting

Pursuant to Rule 8.31A(1) of the Ace Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 2nd AGM of the Company shall be put to vote by way of a poll. The Company has appointed **ShareWorks** as Poll Administrator to conduct the poll by way of electronic means and **Aegis Communication Sdn. Bhd.** as Independent Scrutineers to verify the poll results.

The Independent Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

No Recording or Photography

Strictly **NO recording or photography** of the proceedings of the 2nd AGM is allowed.

No Door Gifts or e-Vouchers

There will be **NO DISTRIBUTION** of door gifts or e-vouchers.

Digital Copies of 2nd AGM Documents

The following items are now available at the Company’s website at www.kgwlogistics.com or at Bursa Malaysia Berhad’s website at www.bursamalaysia.com

- i. Notice of the 2nd AGM;
- ii. Form of Proxy;
- iii. Administrative Guide;
- iv. Annual Report 2023;
- v. Corporate Governance Report 2023; and
- vi. Annual Report Request Form.

Enquiry

If you have any enquiry prior to the virtual meeting, please contact **Mr. Kou Si Qiang** during office hours from 8.30 a.m. to 5.30 p.m. on Mondays to Fridays (except public holidays):

ShareWorks Sdn. Bhd.

No. 2-1, Jalan Sri Hartamas 8
Sri Hartamas
50480 Kuala Lumpur
Wilayah Persekutuan (KL)

Telephone Number : 03-6201 1120
Email : ir@shareworks.com.my