

ADMINISTRATIVE NOTES

FOR THE 36TH ANNUAL GENERAL MEETING (AGM)

Date : Thursday, 17 April 2025
Time : 11.00 a.m.
Venue : Exhibition Hall 8C, Level 4, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia

1. REGISTRATION

- Registration will start at 8.30 a.m. at the lobby of Exhibition Hall 8AB, Level 4 and will end at a time directed by the Chairman of the AGM.
- Please produce your original MyKad/Passport (for foreigners) at the registration counter for verification and registration. Please ensure to collect your MyKad/Passport thereafter.
- Please note that no person will be allowed to register on behalf of another person even with the original MyKad/Passport of that person.
- Upon completion of the registration process, you will be given:-
 - (i) A special QR code which will be generated for you to scan and access to the e-polling system using own smartphone/tablet; and
 - (ii) Attendance will be recorded and identification wristband will be provided to enter the meeting hall.
- Please be reminded that there will be no replacement in the event that you lose or misplace the barcode wristband.
- Please vacate the registration area immediately after registration and proceed to the meeting hall.
- Please note that you will not be allowed to enter the meeting hall without wearing the barcode wristband.
- The registration counter will handle only verification of identity and registration. If you have any enquiries, please proceed to the Help Desk.

2. HELP DESK

- Please proceed to the Help Desk located at the lobby of Exhibition Hall 8AB, Level 4 for any clarification or enquiries.
- The Help Desk will also handle revocation of proxy appointments.

3. ENTITLEMENT TO PARTICIPATE IN THE AGM

- Only members whose names appear on the General Meeting Record of Depositors or Register of Members as at 10 April 2025 shall be entitled to attend, speak and vote at the AGM or appoint a proxy to attend on his/her behalf.

4. INTEGRATED ANNUAL REPORT 2024

- The MHB Integrated Annual Report 2024 and Corporate Governance Report are available on Bursa Malaysia Berhad's website at www.bursamalaysia.com under Company Announcements of MHB and also at MHB's website at <https://mhb.com.my/investor-relations/>.
- In support of our sustainability drive and commitment to reducing environmental impact, no printed copies of the MHB Integrated Annual Report 2024 will be provided during the 36th AGM. Shareholders are encouraged to access the digital version, which is readily available online.
- Should a printed copy be essential, it may be requested via the MHB Investor Relations Form at <https://mhb.com.my/contact-us/>. We appreciate your support in promoting environmental sustainability.

5. APPOINTMENT OF PROXY

- A member of the Company entitled to attend and vote at the AGM is entitled to appoint not more than two (2) proxies to exercise all or any of his/her rights to attend and vote at the same AGM on his/her behalf. If you are unable to attend the AGM and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions stated in the notice of AGM.

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- You may submit your proxy form to the office of the Share Registrar, Boardroom Share Registrars Sdn Bhd or by email to bsr.helpdesk@boardroomlimited.com not less than forty-eight (48) hours before the time appointed for the taking of the poll.
- The proxy form may also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>. For further information, kindly refer to the Table below for proxy appointment via Boardroom Smart Investor Portal (BSIP).

Table – Proxy Appointment via BSIP:

Step 1 – Register Online with BSIP (for first time registration only)

Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.

- Access the website at <https://investor.boardroomlimited.com>.
- Click “**Register**” to sign up as a user.
- Complete registration with all the required information. Upload and attach a softcopy of your Identity Card (NRIC) (front and back) or Passport. Click “**Register**”.
- You will receive an email from BSIP Online for email address verification. Click on “**Verify Email Address**” from the email received to continue with the registration.
- For corporate shareholder, kindly upload the authorisation letter as well. Click “**Sign up**”.
- Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number.
- Click on “**Request OTP Code**” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click “**Enter**” to complete the process.
- Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- An email will be sent to you to inform the approval of your BSIP account within one (1) business day.
- Subsequently, you can login at <https://investor.boardroomlimited.com> with the email address and password filled up by you during the registration to proceed.

Step 2 – Appointment of Proxy

Individual and Corporate Shareholder

- Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**Malaysia Marine and Heavy Engineering Holdings Berhad (36th) Annual General Meeting**” from the list of Meeting Event and click “**Enter**”.
- Click “**Submit eProxy form**”.
- Read and accept the General Terms and Conditions and enter your CDS account number.
- Enter your CDS account number and the number of shares held.
- Select your proxy — either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions — FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.
- Review and confirm your proxy(ies) appointment. Click “**Apply**”. Download or print the eProxy form as acknowledgement.

Authorised Nominee and Exempt Authorised Nominee

Via BSIP

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**Malaysia Marine and Heavy Engineering Holdings Berhad (36th) Annual General Meeting**” from the list of Meeting Event and click “**Enter**”.
- Click on “**Submit eProxy Form**”.
- Select the company you would like to represent.
- Proceed to download the file format for “**Submission of Proxy Form**” from the investor portal.
- Prepare the file for the appointment of proxy(ies) by inserting the required data.
- Proceed to upload the duly completed proxy(ies) appointment file.
- Review and confirm your proxy(ies) appointment and click “**Submit**”.
- Download or print the eProxy Form as acknowledgement.

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- If you wish to attend the AGM yourself, please do not submit any proxy form. You will not be allowed to attend the 36th AGM together with a proxy appointed by you.
- If you have submitted your proxy form prior to the AGM and subsequently decided to attend the 36th AGM yourself, please proceed to the Help Desk located at the lobby of Exhibition Hall 8AB, Level 4 to revoke the appointment of your proxy.

6. REVOCATION OF PROXY

If you have submitted your proxy form prior to the 36th AGM and subsequently decide to appoint another person or wish to participate in the 36th AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com or via electronic means (as the case may be) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 36th AGM or proceed to the Help Desk counter on the 36th AGM day to execute proxy revocation. Upon revocation, your proxy(ies) will not be allowed to participate in the 36th AGM. In such event, you should advise your proxy(ies) accordingly.

7. SUBMISSION OF PRE-AGM QUESTION(S)

Shareholders may submit questions in advance on the on the 36th AGM resolutions and Integrated Annual Report 2024 commencing from Monday, 17 March 2025 and in any event no later than 11.00 a.m., Monday, 7 April 2025 via Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided by Boardroom, and select "SUBMIT QUESTION" to pose questions.

The Board will endeavour to respond to Pre-AGM Meeting Questions and questions raised on the day of the 36th AGM.

8. ENQUIRY

If you have any queries prior to the 36th AGM, please contact the following during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Boardroom Share Registrars Sdn Bhd

Address	:	11 th Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13 46200 Petaling Jaya Selangor Darul Ehsan Malaysia
General Line	:	+603-7890 4700 (Helpdesk)
Fax Number	:	+603-7890 4670
Email	:	bsr.helpdesk@boardroomlimited.com

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9. RECORDING OR PHOTOGRAPHY

No recording or photography of the 36th AGM proceedings is allowed without the prior written permission of the Company.

10. PRIVACY POLICY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the 36th AGM and/or any adjournment thereof, a member of the Company:

- (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the Purposes);
- (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and
- (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.