

# Administrative Notes

## for the 37th Annual General Meeting of Malaysia Marine and Heavy Engineering Holdings Berhad (MHB or the Company)

### A. Mode of Meeting

- The 37th Annual General Meeting (37th AGM) of the Company will be conducted in a **hybrid mode** in line with Paragraph 8.27A of the Main Market Listing Requirement (MMLR) of Bursa Malaysia Securities Berhad (Bursa Securities) and Principle C of the Malaysian Code on Corporate Governance 2021 whereby listed issuers are encouraged to leverage technology to facilitate greater members' participation and enhance the proceedings of general meetings.

The date, time and venue of the 37th AGM are as follows:

<b>Date</b>	: Monday, 11 May 2026
<b>Time</b>	: 10.00 a.m.
<b>Main Venue</b>	: Grand Ballroom Level 2, InterContinental Kuala Lumpur, 165 Jalan Ampang, 50450 Kuala Lumpur, Malaysia
<b>Virtual Meeting Platform</b>	: Boardroom Smart Investor Portal (BSIP) at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with Remote Participation Platform and Electronic Voting Facilities

- Members shall have the option to attend the 37th AGM either:
  - physically at the Main Venue (**Physical Attendance**); or
  - virtually via the Remote Participation and Electronic Voting (**RPEV**) facilities to be provided by Boardroom Share Registrars Sdn Bhd (**Boardroom**), the appointed Poll Administrator for this AGM (**Virtual Attendance**).
- The Main Venue is in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016.

### B. Entitlement to Participate and Vote

- Only members whose names appear on the Record of Depositors as at 4 May 2026 shall be eligible to attend, speak and vote at the 37th AGM.
- If you are unable to participate at the 37th AGM, you may:
  - appoint proxy(ies) to participate and vote on your behalf; or
  - appoint the Chairman as your proxy to vote on your behalf, and indicate your voting instructions in the Proxy Form.
- If you wish to be physically present and participate in the 37th AGM, you must not submit a Proxy Form. Otherwise, you will not be permitted to attend the meeting alongside with proxy(ies) appointed by your good self.

### C. Attendance and Registration at the 37th AGM

#### 1. Physical Attendance

- All member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the 37th AGM physically are required to register for the meeting at the Main Venue.

- Registration will start at **8.00 a.m. on Monday, 11 May 2026** at the Main Venue and will end upon the announcement by the Chairman of the AGM.
- Please present your **ORIGINAL** MyKad or Passport (for foreign shareholders) during registration for verification. Only **ORIGINAL** MyKad or Passport will be accepted for the purpose of identity verification. Please ensure you collect your MyKad or Passport thereafter.
- No person shall be allowed to register on behalf of another person using the **ORIGINAL** MyKad or Passport of that person.
- Corporate Representatives are required to present an authorisation letter along with **ORIGINAL** MyKad or Passport during the registration.
- Upon verification and registration, you will be provided with:-
  - an **identification wristband** – no person will be allowed to enter the Main Venue without wearing an identification wristband. There will be no replacement in the event you lose / misplace it;
  - a **unique QR code** – to be scanned to access the meeting platform using your own smartphone or tablet; and
  - a **breakfast voucher** – only claimable on the meeting day
- If you are attending the AGM as a member as well as a proxy, you will be registered once and will be given only one (1) identification wristband, one (1) breakfast voucher and one (1) unique QR code.
- The registration counters will handle verification of shareholdings and registration for purposes of attendance to the 37th AGM only.
- Registration Help Desk support is available for any other enquiries / assistance / revocation of proxy's appointment.



#### 2. Virtual Attendance

- All member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the 37th AGM virtually are required to login to the BSIP at <https://investor.boardroomlimited.com> to register for virtual participation at the 37th AGM.
- Kindly refer to the following steps for registration to participate in the 37th AGM virtually:

PROCEDURES	ACTIONS
<b>Before the day of the AGM</b>	
<b>Step (1)</b>	<p>Register online with BSIP for <b>Individual and Corporate Shareholder</b></p> <p><i>(Note: For first time registration only. If you have already signed up with BSIP, you are not required to register again. You may proceed to Step (2) - Submit Request for Remote Participation)</i></p> <ol style="list-style-type: none"> <li>Access the website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click '<b>Register</b>' to sign up as a user</li> <li>Select 'Account Type' to '<b>Sign Up As Shareholder</b>' or '<b>Sign Up As Corporate Holder</b>'</li> <li>Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder</li> <li>Enter a valid mobile number and email address</li> <li>You will receive an email from BSIP for email address verification. Click '<b>Verify Email Address</b>' in the email received to continue with the registration</li> <li>Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click '<b>Request OTP Code</b>' and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click '<b>Enter</b>' to complete the process</li> <li>Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided</li> </ol>

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PROCEDURES	ACTIONS
<b>Before the day of the AGM</b>	
<b>Step (2)</b>	<p>Submit a request for remote participation</p> <p><i>(Note: You must be a registered BSIP user. Otherwise, please refer to Step [1])</i></p> <p>The registration for RPEV facilities will open on 10 April 2026 until such time before the voting session ends at the 37th AGM on Monday, 11 May 2026 (Registration Deadline)</p> <p><b>For Individual and Corporate Shareholders</b></p> <p>(a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></p> <p>(b) Click 'Meeting Event(s)' and select the list of companies – 'MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 37TH ANNUAL GENERAL MEETING' and click 'Enter'</p> <p>(c) To attend the virtual AGM remotely</p> <ul style="list-style-type: none"> <li>Click 'Register for RPEV'</li> <li>Read and accept the General Terms and Conditions and enter your CDS account number to submit your request</li> </ul> <p>For Corporate Shareholders, Authorised Nominees / Exempt Authorised Nominees and Attorneys, you may also write to <a href="mailto:bsr.proxy@boardroomlimited.com">bsr.proxy@boardroomlimited.com</a> and provide name of the member, CDS Account No. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or a passport and a valid email address are required</p>
<b>Step (3)</b>	<p>Verification and email notification</p> <p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees / Exempt Authorised Nominees and Attorneys</p> <p>(a) An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification</p> <p>(b) Upon verification of the Record of Depositors, you will receive an email from Boardroom after 4 May 2026 either approving or rejecting your request for remote participation</p>
<b>On the day of the AGM</b>	
<b>Step (4)</b>	<p>Login</p> <p>(a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with your registered email address and password</p> <p>(b) Meeting platform will be made available at any time from 9.00 a.m. i.e. one hour before the commencement of the 37th AGM at 10.00 a.m. on Monday, 11 May 2026</p> <p>(c) Click into 'Meeting Event(s)' and go to 'MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 37TH ANNUAL GENERAL MEETING' and then click 'Join Live Meeting' to join the proceedings of the 37th AGM remotely</p> <hr/> <p>Participate</p> <p>(a) Please follow the user guides in BSIP to view the live webcast, submit questions and vote</p> <p>(b) To view the live webcast, select the broadcast icon </p> <p>(c) To ask a question during the 37th AGM, select the messaging icon </p> <p>(d) Type your question in the chat box and click the send button to submit</p> <hr/> <p>Voting</p> <p>Please refer to the Poll Voting section E of the Administrative Notes</p> <hr/> <p>End</p> <p>Upon declaration by the Chairman of the closure of the 37th AGM, the live webcast will end</p>

- c) Please note that the quality of the connectivity to the RPEV facilities for live webcast as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection at your location and the device of the remote participants.

The recommended requirement for live webcast is as follows:

- Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera
- Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality
- Device with working and good quality speakers

## D. Appointment or Revocation of Proxy or Attorney

### 1. Appointment of Proxy or Attorney

Members who are unable to attend the AGM are encouraged to appoint the Chairman of the Meeting or proxy(ies) to vote on their behalf. All Proxy Form(s) and / or documents relating to the appointment of proxy(ies) or attorney(s) or authorised representative(s) for the AGM, whether in hard copy or electronic means, must be deposited with or submitted to the Company's Share Registrar not less than forty-eight (48) hours before the time appointed for the holding of the AGM, i.e. latest by **Saturday, 9 May 2026 at 10.00 a.m.**:

#### (a) In hardcopy form

The Proxy Form or the Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, must be deposited at Poll Administrator's office, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

#### (b) By electronic means

The Proxy Form can be electronically submitted via BSIP at <https://investor.boardroomlimited.com> or via email to [bsr.proxy@boardroomlimited.com](mailto:bsr.proxy@boardroomlimited.com)

Kindly refer to the following steps for electronic lodgement of Proxy Form via BSIP:

PROCEDURES	ACTIONS
<p>Submission of the Proxy Form</p> <p><i>You must be a registered BSIP user. Otherwise, please refer to Step (1) under REGISTRATION for Virtual Attendance above.</i></p>	<p>The instrument appointing a proxy must be received by <b>Saturday, 9 May 2026 at 10.00 a.m.</b> (Proxy Lodgement Deadline)</p> <p><b>For Individual and Corporate Shareholders</b></p> <p>(a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></p> <p>(b) Click 'Meeting Event(s)' and select from the list of companies – 'MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 37TH ANNUAL GENERAL MEETING' and click 'Enter'</p> <p>(c) To appoint proxy</p> <ul style="list-style-type: none"> <li>Go to 'PROXY' and click 'Submit eProxy Form'</li> <li>For Corporate Shareholder, select the company you would like to represent (if more than one)</li> <li>Read and accept the General Terms and Conditions and enter your CDS account no. Thereafter, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his / her discretion, please indicate 'Discretionary'</li> </ul> <p><b>For Authorised Nominees and Exempt Authorised Nominees</b></p> <p>(a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></p> <p>(b) Click 'Meeting Event(s)' and select the list of companies – 'MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 37TH ANNUAL GENERAL MEETING' and click 'Enter'</p> <p>(c) Go to 'PROXY' and click 'Submit eProxy Form'</p>

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PROCEDURES	ACTIONS
	(d) Select the company you would like to represent (if more than one)
	(e) Proceed to download the file format for 'Submission of Proxy Form'
	(f) Prepare the file for appointment of proxy(ies) by inserting the required data
	(g) Proceed to upload the duly completed Proxy Appointment file
	(h) Review and confirm your proxy(ies) appointment(s) and click 'Submit'
	(i) Download or print the eProxy form as an acknowledgement

Please ensure ALL the particulars as required in the Proxy Form are completed, signed and dated accordingly.

## 2. Revocation of Proxy or Attorney

If a member has submitted his / her Proxy Form prior to the 37th AGM and subsequently decides to appoint another person or wishes to participate in the hybrid AGM by himself / herself, please revoke the appointment of proxy(ies) at least forty-eight (48) hours before the 37th AGM. Please find the below step for revocation on eProxy form or physical Proxy Form:

Physical Proxy Form	eProxy Form
Please write in to <a href="mailto:bsr.proxy@boardroomlimited.com">bsr.proxy@boardroomlimited.com</a> to revoke the appointment of proxy(ies)	<ul style="list-style-type: none"> <li>Click 'Meeting Event(s)' and select the list of companies – 'MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 37TH ANNUAL GENERAL MEETING' from the list of companies and click 'Enter'</li> <li>Go to 'PROXY' and click on 'Submit Another eProxy Form'</li> <li>Go to 'Submitted eProxy Form List' and click 'View' for the eProxy form</li> <li>Click 'Cancel / Revoke' at the bottom of the eProxy form</li> <li>Click 'Proceed' to confirm</li> </ul>

Upon revocation, proxy(ies) appointed earlier will not be allowed to participate at the 37th AGM. In such event, members should advise their proxy(ies) accordingly.

## 3. Corporate Representative


For a corporate shareholder who has appointed a representative, please deposit the ORIGINAL Certificate of Appointment at the Company's Share Registrar's office at the address stated below at any time before the time appointed for holding the 37th AGM, or alternatively, submit it to the registration staff on the day of the AGM:

Boardroom Share Registrars Sdn Bhd  
11th Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia

## E. Poll Voting

- The voting at the 37th AGM will be conducted by poll in accordance with Paragraph 8.29A of the MMLR of Bursa Securities.
- The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic polling (e-Polling) and SKY Corporate Service Sdn Bhd as Independent Scrutineer to verify the poll results.

- Member(s), proxy(ies), corporate representative(s) or attorney(s) may proceed to vote on the resolutions from the commencement of the 37th AGM at 10.00 a.m. on Monday, 11 May 2026 until the end of voting session, which will be announced by the Chairman.
- For Physical Attendance, please vote using your smartphone / tablet with the unique QR code, which will be provided upon registration on the day of the AGM. As such, you are advised to bring your own personal device to vote. Alternatively, you may submit your vote at the polling kiosks located at the Main Venue.
- For Virtual Attendance, please refer to the following voting procedures via BSIP:

PROCEDURES	ACTIONS
Voting	<ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with your registered email address and password</li> <li>Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session</li> <li>To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received</li> <li>To change your vote, re-select your voting preference</li> <li>If you wish to cancel your vote, please press 'Cancel'</li> </ol>

## F. Submission of Questions for the 37th AGM

Virtual Attendance	Physical Attendance
<ol style="list-style-type: none"> <li><b>Prior to the AGM</b> Members may submit questions in relation to the agenda items for the 37th AGM via BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>. Login to your BSIP account and click 'Meeting Event'. Select 'MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 37TH ANNUAL GENERAL MEETING' and click 'Enter'. Thereafter, select 'SUBMIT QUESTION' to pose your questions. Please submit not later than <b>Monday, 4 May 2026 at 9.00 a.m.</b></li> <li><b>During the AGM</b> Click on the Messaging window to submit your questions. The Messaging window facility will open one (1) hour before the 37th AGM which is from 9.00 a.m. on Monday, 11 May 2026</li> </ol>	<p>You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting</p> <p>Click on the Messaging window to submit your questions. The Messaging window facility will open one (1) hour before the 37th AGM which is from 9.00 a.m. on Monday, 11 May 2026</p> <p>You may also speak or raise questions during the meeting</p>
The Board of Directors will endeavor to respond to the questions during the AGM or by email or by posting the responses on the Company's corporate website after the AGM.	

## G. Integrated Annual Report 2025

- The Integrated Annual Report 2025 is available on Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of MHB and 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 2025 will be provided during the 37th AGM. Members are encouraged to access the digital version, which is readily available online.
- Should a printed copy be essential, it may be requested via MHB Investor Relations Form at <https://mhb.com.my/contact-us/>. The Company appreciates your support in promoting environmental sustainability.

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## H. Enquiry

If you have any enquiry prior to the 37th AGM pertaining to registration, voting procedure e-polling or require technical assistance to participate in the Hybrid AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except public holiday:

Tel No.	:	+603 – 7890 4700 (Help Desk)
Fax No	:	+603 – 7890 4670
Email	:	bsr.helpdesk@boardroomlimited.com

## I. Other information for Physical Attendance at the Main Venue

### 1. Parking & Travel Arrangements

If you are driving to the Main Venue, you are advised to park at the parking bays available at the InterContinental Kuala Lumpur, on a first-come, first-served basis:

For entries before 10.00 a.m	B4 and B5
For entries after 10.00 a.m	B2, B3, B4 and B5

Your vehicle registration number will automatically be captured by the License Plate Recognition system upon entry. No ticket or card tapping is required.

Please approach the Secretariat Help Desk counter for complimentary parking at InterContinental Kuala Lumpur.

Please be advised that MHB will not be responsible for or reimburse any parking costs incurred at locations other than those listed above, including valet parking services, or charges / fees for other modes of transportation. Cash reimbursements will not be provided.

Members are encouraged to take the Kelana Jaya Line (Light Rail Transit) and disembark at Ampang Park Station, which is approximately 10-minute walk to the Main Venue.

### 2. Mobile Devices

Please ensure that all mobile devices, i.e. phones / pagers / other sound-emitting devices are set in silent mode during the 37th AGM to ensure smooth and uninterrupted proceedings.

### 3. Seating Arrangements for 37th AGM

- (a) Free seating. All members / proxies will be allowed to enter Grand Ballroom, Level 2 from 9.00 a.m. onwards
- (b) All members / proxies are encouraged to be seated at least ten (10) minutes prior to the commencement of the 37th AGM

### 4. No Smoking Policy

A no-smoking policy is strictly enforced within the hotel premises. Your co-operation is much appreciated.

## J. No Recording or Photography

Recording or photography of the 37th AGM is strictly prohibited without the prior written consent of the Company.

## K. Privacy Policy

By registering for the AGM and / or RPEV and / or submitting an instrument appointing a proxy(ies) and / or representative(s) to attend, speak and vote at the 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.