

MANFORCE GROUP BERHAD
[Registration No.: 201701014455 (1228620-V)]
(Incorporated in Malaysia)
("the Company")

ADMINISTRATIVE GUIDE FOR NINTH ANNUAL GENERAL MEETING ("9TH AGM")

Day & Date : **Wednesday, 26 August 2026**
Time : **10:00 a.m.**
Venue : **Ballroom III, Main Wing, Tropicana Golf & Country Resort, Jalan Kelab Tropicana, 47410 Petaling Jaya, Selangor.**

1. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositor as at **18 August 2026** shall be entitled to attend, participate and vote at the 9th AGM or appoint proxies/corporate representatives/attorneys to attend and/or vote on his/her behalf.

2. REGISTRATION ON THE DAY OF THE 9th AGM

Registration will start at 9:00 a.m. at Ballroom III, Main Wing, Tropicana Golf & Country Resort, Jalan Kelab Tropicana, 47410 Petaling Jaya, Selangor on Wednesday, 26 August 2026.

Shareholders or proxies are requested to produce/show their original MyKAD (for Malaysian) or Passport (for non-Malaysian) during registration for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter.

Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person. Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table.

3. POLL VOTING

The voting at the 9th AGM will be conducted by way of poll in accordance with the Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**") and the Company's Constitution. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. ("**Tricor**") as the Poll Administrator and Eco Asia Management Services Sdn. Bhd. as the Independent Scrutineer of the 9th AGM.

The attendees at the Meeting will be briefed and guided by the Poll Administrator before the commencement of the poll voting process.

Shareholders or proxies or corporate representatives or attorneys can proceed to vote on the resolutions upon the announcement by the Chairperson of the meeting.

Upon completion of the poll voting session for the 9th AGM, the Independent Scrutineers will verify the poll results, followed by the Chairperson's declaration on whether the resolutions have been duly passed.

4. APPOINTMENT OF PROXY

Shareholders who appoint proxy(ies) to attend and vote on their behalf at the 9th AGM must ensure that the duly executed proxy forms whether in hard copy or by electronic means must be deposited or received by the Share Registrar in the following manner **not later than 24 August 2026 at 10:00 a.m.** Otherwise, the proxy form shall be treated as invalid:-

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(i) In Hardcopy Form

The Form of Proxy or the Power of Attorney or other authority, if any, under which it is signed or notarially certified shall be deposited at the Company's Share Registrar address at ***Tricor Investor & Issuing House Services Sdn Bhd [Registration No.: 197101000970 (11324-H)], Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia or alternatively, at the drop in box provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia.***

OR

(ii) By Electronic Means

The Form of Proxy shall be electronically submitted to the Share Registrar of the Company via Vistra Share Registry and IPO (MY) portal ("**The Portal**") at <https://srmy.vistra.com>.

Kindly refer to the Procedure for Electronic Submission of Proxy Form under Clause 5 of this Administrative Guide for the 9th AGM.

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

Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 9th AGM, ***must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia or alternatively, at the drop in box provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia not later than 24 August 2026 at 10:00 a.m.*** The certificate of appointment should be executed under its common seal in accordance with the constitution of the corporate member.

If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 9th AGM, you may appoint the Chairperson of the meeting as your proxy and indicate the voting instructions in the proxy form in accordance with the notes and instructions printed therein.

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5. PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via The Portal, are summarised below:

i. Steps for Individual Shareholders	
Procedure	Action
Register as a User with the Portal	<ol style="list-style-type: none"> 1. Visit the at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of Proxy Form	<ol style="list-style-type: none"> 1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "MANFORCE GROUP BERHAD 9TH AGM". 3. Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record.

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ii. <u>Steps for Corporation or Institutional Shareholders</u>	
Procedure	Action
Register as a User with the Portal	<ol style="list-style-type: none"> 1. Visit the Portal at https://srmy.vistra.com. 2. Click “Register” and select “Representative or Corporate Holder” and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i></p>
Proceed with submission of Proxy Form	<ol style="list-style-type: none"> 1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: “MANFORCE GROUP BERHAD 9TH AGM”. 3. Navigate to the icon “>” at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder’s name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select “Confirm” to complete your submission. 10. Print the confirmation report of your submission for your record.

6. PROCEDURE RESULTS OF THE VOTING

The resolutions proposed at the 9th AGM and the results of the voting will be announced at the 9th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

7. NO DOOR GIFTS OR FOOD VOUCHERS

There will be no door gifts or food vouchers provided to shareholders, proxies and invited guests who attend the 9th AGM.

8. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 9th AGM.

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9. ENQUIRY

If you have any enquiries on the above, please contact the following during office hours on Mondays to Fridays from 8:30 a.m. to 5:30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Email : is.enquiry@vistra.com