



TALAM TRANSFORM BERHAD
Company Registration No. 192001000012(1120-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 99TH ANNUAL GENERAL MEETING (“99TH AGM” OR “MEETING”)

Date : Wednesday, 25 September 2024
Time : 11.30 a.m.
Venue : Pusat Konvensyen, Triumph Convention Centre, Lot 1.01, Level 1, Menara Maxisegar, Jalan Pandan Indah 4/2, Pandan Indah, 55100 Kuala Lumpur

APPOINTMENT OF PROXY

1. A member who is entitled to attend and vote at the Meeting is entitled to appoint not more than two (2) proxies to attend and vote in his/her stead. If you are not able to participate in the 99th AGM, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.

2. The appointment of a proxy may be made in a hardcopy form or by electronic form in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the Meeting or any adjournment thereof:-

(i) In hardcopy form

The Form of Proxy shall be deposited at the Registered Office of the Company situated at Unit 17.02, Level 17, Menara Maxisegar, Jalan Pandan Indah 4/2, Pandan Indah, 55100 Kuala Lumpur, Malaysia.

(ii) By electronic form

The Form of Proxy shall be electronically lodged via fax to +603-20949940/+603-20950292 or by email to eservices@sshbs.com.my.

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

3. If you wish to participate in the Meeting yourself, please do not submit any Form of Proxy for the Meeting. You will not be allowed to participate in the 99th AGM together with the proxy(ies) appointed by you.

4. If you have submitted your Form of Proxy prior to the Meeting and subsequently decide to personally participate in the Meeting, please write in to hor.seng.tan@sshbs.com.my to revoke the earlier appointment of your proxy(ies) at least forty-eight (48) hours before the commencement of the Meeting. Upon revocation, your proxy(ies) will not be allowed to participate in the 99th AGM. In such an event, kindly advise your proxy(ies) accordingly.

PROCEDURES OF THE MEETING

In the interest of public health including the well-being of our members, members must cooperate with the following precautionary measures put in place by our Company should our members or proxies wish to attend the Meeting in person. Your safety and health are our Company's top priority.

(a) A member is required to register ahead of the Meeting to allow the Company to make the necessary arrangements in relation to the Meeting, i.e. infrastructure, logistic and meeting venue(s) to accommodate the meeting participants by providing the below details by email to the Share Registrar, Mr Jerry Tan Hor Seng at hor.seng.tan@sshbs.com.my:-

- (i) Full Name:
- (ii) Identity Card or Passport No.:
- (iii) Contact No. (optional-for better co-ordination):
- (iv) CDS Account No. :

For the purpose of determining members who shall be entitled to attend the 99th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 19 September 2024. Only members whose names appear therein shall be entitled to attend the said meeting or appoint a proxy to attend, speak and vote on their behalf.

- (b) Members are encouraged to appoint the Chairman of the Meeting (or any other person) to act as proxy to attend and vote at the Meeting on their behalf by submitting the Form of Proxy with predetermined voting instructions.
- (c) Members or proxies must sanitise their hands and are strongly advised to wear a face mask if they are attending the Meeting in person.
- (d) Members or proxies are advised to observe/maintain social distancing of at least 1 meter from each other throughout the Meeting.
- (e) Members or proxies are advised to arrive early at the Meeting venue given that the above-mentioned precautionary measures may cause a delay in the registration process.
- (f) No door gift will be provided to the members/proxies at the Meeting venue and packed food will be provided instead of buffet style refreshments.
- (g) The Company will closely monitor the situation and reserve the right to take further measures or short-notice arrangements as and when appropriate in order to minimise any risk to the Meeting.
- (h) By participating in this 99th AGM, you agree that no part of the Meeting proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

Given the constantly evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of the 99th AGM at short notice. Kindly check Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com and the Company's website at www.ttransform.com.my for the latest updates on the status of the Meeting.

ENQUIRY

If you have any enquiry regarding the 99th AGM, please contact the following persons during office hours from 8.30 a.m. to 5.30 p.m. on Monday to Friday (except public holidays), prior to the Meeting:-

Share Registrar

Securities Services (Holdings) Sdn Bhd

Mr Wong Piang Yoong / Mr Jerry Tan Hor Seng

Tel No.: +603-20849168 / +603-20849165

Fax No.: +603-20949940 / +603-20950292

Email : piang.yoong.wong@sshbs.com.my / hor.seng.tan@sshbs.com.my

Talam Transform Berhad

Ms Vincy Lo / Puan Intan Zakaria

Tel No.: +603-42962000 / +603-42902286

Fax No.: +603-42977220

Email : vincy@ttransform.com.my / intan@ttransform.com.my