



TANCO HOLDINGS BERHAD

Registration No. 195801000190 (3326-K)
(Incorporated In Malaysia)

ADMINISTRATIVE GUIDE FOR THE SIXTY-FIFTH ANNUAL GENERAL MEETING

General Meeting	: Sixty-Fifth Annual General Meeting (65 th AGM)
Day, Date, and Time of Meeting	: Friday, 20 December 2024 at 10:30 a.m.
Remote Participation and Voting Facilities	: https://web.vote2u.my
Online Meeting Platform	: Vote2U online meeting platform at https://web.vote2u.my provided by Agmo Digital Solutions Sdn Bhd
Domain Registration Numbers with MYNIC	: D6A471702

FULLY VIRTUAL 65th AGM

Tanco Holdings Berhad (“**Tanco**” or the “**Company**”) will conduct its 65th AGM on a fully virtual basis through live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities via Vote2U online meeting platform at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

Entitlement to Participate and Vote Remotely

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at 13 December 2024 shall be eligible to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 65th AGM, or appoint proxy(ies)/ the Chairman of the meeting to participate, speak and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

⌘ BEFORE MEETING DAY ⌘

A: REGISTRATION AS USER		
No.	Description	Procedure
i.	Shareholders to Register with Vote2U ➤ Individual Shareholders	<ol style="list-style-type: none">Access website at https://web.vote2u.mySelect “Sign Up” to sign up as user.Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/>. Then select “Next”.Fill-in your details – (i) ensure your email address is valid & (ii) create your own password. Then select “Continue”.Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo). Then select “Submit” to complete the registration.Your registration as user is complete and will be verified against the ROD.An email notification will be sent to you. <p><i>Note:</i> If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p>

B: REGISTRATION OF PROXY		
No.	Description	Procedure
i.	Electronic Lodgment of Proxy Form (e-Proxy Form) <ul style="list-style-type: none"> ➤ Individual Shareholders 	<p>Registration is open from 10:30 a.m., Thursday, 21 November 2024 up to 10:30 a.m., Wednesday, 18 December 2024.</p> <ol style="list-style-type: none"> a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U. b. Select the general meeting event that you wish to attend. c. Scroll down and select "Register Proxy Now" for e-proxy registration. d. Read and indicate your acceptance of the 'Declarations' by clicking on a small box <input type="checkbox"/>. Then select "Next". e. Select/add your Central Depository System ("CDS") account number and number of shares. f. Select "Appoint Proxy". g. Fill-in the details of your proxy(ies) – ensure proxy(ies) email address(es) is/are valid. h. Indicate your voting instruction should you prefer to do so. i. Thereafter, select "Submit". j. Your submission will be verified. k. After verification, proxy(ies) will receive email notification with temporary credentials, i.e. email address & password, to log in to Vote2U. <p><i>Note:</i> <i>You being a shareholder of the Company need to register as a user with Vote2U (Please refer above 'A: Registration as User') before you can register a proxy and submit the e-Proxy form.</i></p>
ii.	Submit Proxy Form (hard copy) <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	<p>The hard copy of Proxy Form or Certificate of Appointment of Corporate Representative must reach the Company's Registered Office no later than 10:30 a.m., Wednesday, 18 December 2024.</p> <ol style="list-style-type: none"> a. Fill-in the details on the hard copy of Proxy Form by providing the following information: <ul style="list-style-type: none"> ○ Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> ● Name ● Number of MyKAD for Malaysian or passport for non-Malaysian ● Address and email address – ensure email address is valid b. Corporate Shareholders only – deposit the hard copy of Proxy Form together with the following document to the Company's Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor. <ul style="list-style-type: none"> ○ A copy of the Certificate of Appointment as Corporate Representative (please ensure that the email address and contact number of your corporate representative is clearly stated therein). c. Individual shareholders, authorised nominee and exempt authorised nominee – deposit the hard copy of Proxy Form to the Company's Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor. d. Submitted Proxy Form will be verified. e. After verification, proxy(ies) and corporate representative will receive email notification with temporary credentials, i.e. email address & password, to log in to Vote2U.

⌘ REVOCATION OF PROXY ⌘

No.	Description	Procedure
i.	Revoke a Proxy Electronically <ul style="list-style-type: none"> ➤ Individual Shareholders 	a. Log in to Vote2U using your registered email address and password. b. Select general meeting event that you wish to attend. c. Scroll down and select “ Revoke a Proxy ”. <u>Note:</u> <i>Only applicable to individual shareholders who have appointed proxy(ies) through e-Proxy form.</i>
ii.	Revoke a Proxy <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	Email to the Company Secretarial at fionayap@tanco.my and vickychong@tanco.my to revoke the appointment of your proxy(ies). <u>Note:</u> <i>Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using hard copy of Proxy Form.</i>

⌘ ON GENERAL MEETING DAY ⌘

1. Log in to <https://web.vote2u.my> with your registered email address and password.
 - For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.
2. Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

No.	Description	Procedures
i.	Live Streaming	a. Select “ Watch Live ” button to view the live streaming.
ii.	Ask Question (real-time)	a. Select “ Ask Question ” button to pose a question. b. Type in your question and select “ Submit ”. <u>Note:</u> <i>The Chairman of the general meeting/ Board of Directors (“Board”) will endeavor to respond to questions submitted by remote shareholders/ proxies/ corporate representatives during the meeting.</i>
iii.	Remote Voting	a. On the main page, scroll down and select “ Confirm Details & Start Voting ”. b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “ Next ” to continue voting for all resolutions. c. To change your vote, click “ Back ” and select another voting choice. d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select “ Confirm ” to submit your vote. <u>Note:</u> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i>

⌘ ON GENERAL MEETING DAY ⌘ (continued)

No.	Description	Procedures
iv.	View Voting Results	a. On the main page, scroll down and select “ View Voting Results ”.
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the poll administrator to conduct the polling process and Quantegic Services Sdn. Bhd. as the independent scrutineers to verify the results of the poll.

Meeting Platform

The meeting platform is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016. Vote2U is an online meeting platform that will allow both individual shareholders/proxies and body corporate shareholders to participate, speak (in the form of real-time submission of typed texts) and vote remotely through live streaming using the RPV facilities.

Pre-Meeting Submission of Questions to the Board

Shareholders may submit questions to the Board in advance of the 65th AGM via Vote2U online meeting platform at <https://web.vote2u.my> by selecting “**Ask Question**” to login, pose and submit questions electronically no later than **Wednesday, 18 December 2024 at 10:30 a.m.** The Board will endeavor to answer the questions received at the 65th AGM.

Recording or Photography

Unauthorised recording or photography of the proceedings of the 65th AGM are **strictly prohibited**.

No e-Voucher, Gift, and Food Voucher

There will be no e-Voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

Notice of 65th AGM, Form of Proxy, Annual Report 2024 and Circular to Shareholders dated 21 November 2024 (“Circular to Shareholders”) (collectively referred to as “Documents”)

The Annual Report 2024 and Circular to Shareholders are available and can be downloaded from the Company’s website at <https://www.tancoholdings.com/investor-relations/#shareholder-meetings> or Bursa Malaysia Berhad’s website at www.bursamalaysia.com.

In line with the Company’s continued commitment to environmental sustainability, shareholders are encouraged to refer to the digital version of the Documents. However, should you require a printed copy of the Documents, please complete the Requisition Form which can be downloaded from the Company’s website at <https://www.tancoholdings.com/investor-relations/#shareholder-meetings> and email it to corporate@tancoholdings.com or contact Puan Ruzita Abdul Latif at Tel:+6(03) 80708288 Ext: 206.

A printed copy of the Documents will be despatched to you by ordinary post upon receipt of your request.

Enquiry

For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Monday to Friday (except public holidays) as follows:

Telephone No. : 03-7664 8520 / 03-7664 8521
 Email : vote2u@agmostudio.com