



登高集團

TANCO HOLDINGS BERHAD

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

ADMINISTRATIVE GUIDE

SIXTY-SEVENTH ANNUAL GENERAL MEETING (“**67TH AGM**”) OF TANCO HOLDINGS BERHAD (“**COMPANY**”)

Day and Date : Wednesday, 9 December 2026
Time : 11:00 a.m.
Venue : Dewan Dato’ Haji Abdul Samad, Dickson Bay, Batu 13, KM 21,
Jalan Pantai Mukim Pasir Panjang, 71250 Port Dickson, Negeri Sembilan, Malaysia.

REGISTRATION

Registration will commence at 10:00 a.m. and will remain open until the conclusion of the 67th AGM, or such time as may be determined by the Chairman of the meeting.

Please produce your original National Registration Identity Card (NRIC) or passport (for foreigners) at the time of registration for verification purposes before signing the Attendance List. Kindly note that registration must be done in person. No individual is permitted to register on behalf of another person, even if the original NRIC or passport of the person is produced.

Upon verification and registration, you will be given an identification wristband printed with barcode, which is required for entry into the meeting hall. If you are attending the 67th AGM both as a shareholder and as a proxy, you will be registered only once and will be given one identification wristband. Please note that entry into the meeting hall will not be permitted without the wristband. No replacement will be provided in the event of lost or misplacement.

ELIGIBILITY TO ATTEND AND VOTE AT THE 67TH AGM

Only members whose names appear on the Record of Depositors as at **2 December 2026** (General Meeting Record of Depositors) shall be entitled to attend, speak and vote at the 67th AGM or appoint proxy(ies) to attend, speak and vote on his/her stead.

APPOINTMENT OF PROXY

1. If you are not able to personally attend the 67th AGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy to attend, speak and vote on your behalf by indicating your voting instructions in the instrument appointing a Proxy (Proxy Form).
2. A member entitled to attend, speak and vote at the 67th AGM may appoint up to two (2) proxies to attend, speak and vote at the 67th AGM, on his/her behalf and such proxy may but need not be a member of the Company. Where a member appoints two (2) proxies, the appointment shall be invalid unless he/she specifies the proportions of his/her holdings to be represented by each proxy. In the case of a member of the Company who is an authorised nominee as defined under the Securities Industry (Central Depositories) Act, 1991, it may appoint at least one (1) proxy but not more than two (2) proxies in respect of each securities account it holds. In such instance, the member shall specify the securities account number for each appointment.
3. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“**omnibus account**”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect to the omnibus account.
4. The instrument appointing a proxy or proxies shall be signed by the appointer or of his/her attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised.
5. The appointment of proxy may be made in a hardcopy form or by electronic means in the following manner and must be received not less than 48 hours before the time appointed for holding the AGM or any adjournment thereof.

In Hardcopy Form

The hardcopy Proxy Form may be deposited at the Company's Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor Darul Ehsan, Malaysia;

OR

By Electronic Means

The Proxy Form may be submitted via electronic means through the BoardRoom Smart Investor Portal at <https://investor.boardroomlimited.com> as detailed below:

Procedure	Action
<p><u>Step 1</u> Register Online with BoardRoom Smart Investor Portal ("BSIP") (for first time registration only)</p>	<p><i>(Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2)</i></p> <ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Please select the correct account type i.e., sign up as "Shareholder/ Unitholder" or "Corporate Holder". Complete the registration with all required information. Upload a softcopy of your or representative's MyKAD/Identification Card (front and back) or Passport. For Corporate Holder, kindly upload the authorisation letter as well. Click "Sign Up". You will receive an e-mail from BSIP Online for e-mail address verification. Click on "Verify E-mail Address" from the e-mail received to continue with the registration. 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. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
<p><u>Step 2</u> Appointment of Proxy</p>	<p><u>For Members</u></p> <p>Registration is open from 11:00 a.m., Friday, 30 October 2026 up to 11:00 a.m., Monday, 7 December 2026.</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password created with BSIP from Step 1 above. Select "TANCO HOLDINGS BERHAD 67TH AGM" from the list of Corporate Meetings and click "Enter". Click on "Submit eProxy Form". Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies). Read and accept the General Terms and Conditions by clicking "Next". Enter the required particulars of your proxy(ies). Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy appointment and click "Apply". Download or print the eProxy form as acknowledgement.

Lodgement of Proxy Form by Electronic Means (cont'd)

Procedure	Action
Step 2 (cont'd) Appointment of Proxy	<p><u>For Corporate Holders, Authorised Nominee and Exempt Authorised Nominee</u></p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password created with BSIP from Step 1 above. Select "TANCO HOLDINGS BERHAD 67TH AGM" from the list of corporate meetings and click "Enter". Click on "Submit eProxy Form". Select the company you would like to represent if more than one. Proceed to download the file format for "Submission of Proxy Form" from BSIP. Prepare the file for the appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Review and confirm your proxy appointment and click "Submit". Download or print the eProxy form as acknowledgement. <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select "Edit Profile" in order to add company name.</i></p>
Step 3 Email notification	You will receive notification from Boardroom that your request(s) has been received and is being verified.

REVOCATION OF PROXY

If you have submitted your Proxy Form(s) and subsequently decide to appoint another person as your proxy or you wish to personally attend and vote at the 67th AGM, please write in to BSR.Proxy@boardroomlimited.com to inform us of your intention to revoke the earlier appointed proxy no later than forty-eight (48) hours before the 67th AGM, i.e., not later than 7 December 2026 at 11:00 a.m. or at any adjournment thereof. Upon revocation, your proxy(ies) will not be allowed to attend the 67th AGM. In such event, you should advise your proxy(ies) accordingly.

VOTING PROCEDURE

- The voting on all resolutions to be tabled at the 67th AGM of the Company will be conducted by poll in accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Quantegic Services Sdn. Bhd. as the Independent Scrutineer to verify the poll results.
- E-voting facilities will be made available at the poll stations. The e-Voting for each of the resolutions set out in the Notice of 67th AGM will commence only upon the conclusion of the deliberations of all the business transacted at the 67th AGM and until such time when the Chairman announces the closure of the poll.
- The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether each resolution put to vote has been carried or not.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography of the 67th AGM proceedings are strictly not allowed.

REFRESHMENT AND LUNCH

Refreshment will be served before the commencement of the 67th AGM and lunch will be provided upon its conclusion.

LOCATION MAP TO DEWAN DATO' HAJI ABDUL SAMAD PORT DICKSON



Google Maps: Dewan Dato' Haji Abdul Samad Port Dickson (<https://maps.app.goo.gl/UZkVrSnW63STsR899>)

PARKING

Ample parking is available at the designated parking area. Kindly follow the signage to access the parking area.

COMMUNICATION GUIDANCE

Shareholders and proxies are reminded to check the Company's website and official announcements for any updates on the arrangements for the 67th AGM.

NOTICE OF 67TH AGM, FORM OF PROXY, ANNUAL REPORT 2026, SUSTAINABILITY STATEMENT 2026, CIRCULAR TO SHAREHOLDERS AND STATEMENT TO SHAREHOLDERS DATED 30 OCTOBER 2026 (COLLECTIVELY REFERRED TO AS "DOCUMENTS")

The Annual Report 2026, Sustainability Statement 2026, Circular to Shareholders and Statement to Shareholders are available for viewing and downloading 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) 8070 8288 Ext: 206.

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

ENQUIRY

If you have any enquiries prior to the 67th AGM, please contact our Share Registrar during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):

Boardroom Share Registrars Sdn. Bhd.

Address: 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Khay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan, Malaysia

General Line: +6(03) 7890 4700

Fax Number: +6(03) 7890 4670

Email: BSR.Helpdesk@boardroomlimited.com