



TUJU SETIA BERHAD
Registration No. 202001005607 (1361927-V)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FOURTH ANNUAL GENERAL MEETING (“4TH AGM”) FOR SHAREHOLDERS OF TUJU SETIA BERHAD (“THE COMPANY”)

Day and Date : Wednesday, 5 June 2024

Time : 10.00 a.m.

Venue : Kuala Lumpur Golf & Country Club, Function Room 1 & 2, Level 1 Main Lobby, No. 10, Jalan 1/70D, Bukit Kiara, 60000 Kuala Lumpur, Malaysia

ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositors as at 28 May 2024 (General Meeting Record of Depositors) is entitled to attend, participate, speak and vote at the 4th AGM or appoint proxies to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the 4th AGM on 5 June 2024 may appoint proxy and indicate the voting instructions in the Proxy Form. The Proxy Form can be deposited at the office of the Company’s Share Registrar, 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. A proxy need not be a member of the Company.

If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

The last date and time for lodging the proxy form is on **Monday, 3 June 2024 at 10.00 a.m.**

REGISTRATION ON THE DAY OF 4TH AGM

The registration counter will be opened at 8.30 a.m. on Wednesday, 5 June 2024 at outside of Function Room 1 & 2, Level 1 Main Lobby of Kuala Lumpur Golf & Country Club, No. 10, Jalan 1/70D, Bukit Kiara, 60000 Kuala Lumpur, Malaysia.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration personnel for verification purposes. Kindly 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.

VOTING PROCEDURE

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the AGM will be conducted by poll. The Company has appointed Boardroom Share Registrar Sdn. Bhd. as Poll Administrator to issue the poll slip to shareholders for voting purpose and SKY Corporate Services Sdn. Bhd. as Independent Scrutineers to verify and validate the poll results.

NO REFRESHMENTS OR FOOD VOUCHERS NOR DOOR GIFTS

To ensure social and physical distancing, we will be implementing contactless procedures throughout the 4th AGM. Hence, there will be no refreshments nor door gifts provided to members, proxies or invited guests.

ENQUIRY

If you have any enquiries prior to the 4th AGM, please contact us or our Share Registrar during office hours on Monday to Friday, from 9.00 a.m. to 5.30 p.m. (except on public holidays), details of our Share Registrar as stated below: -

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
Tel No. : +603-7890 4700
Fax No. : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA PRIVACY:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the 4th 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 the 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 4th 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.