

## **Administrative Notes for 54<sup>th</sup> Annual General Meeting**

Day/Date : **Friday, 12 June 2026**  
Time : **10.30 a.m.**  
Venue : **Kristal Ballroom, Level 1, Hilton Petaling Jaya,  
No. 2, Jalan Barat, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.**

### **MODE OF MEETING**

The 54<sup>th</sup> Annual General Meeting (“54<sup>th</sup> AGM”) will be conducted physically at the Venue. Shareholders who wish to participate in the 54<sup>th</sup> AGM are invited to be physically present at the above venue.

### **REGISTRATION**

1. Registration will commence at 8.30 a.m. at 12 June 2026 and will remain open until the conclusion of the 54<sup>th</sup> AGM or such time as may be determined by the Chairman of the Meeting.
2. Please present your **original** MyKad/National Registration Identity Card (“NRIC”) or Passport (for non-Malaysian) to the registration staff for verification.
3. No person will be allowed to register on behalf of another person even with the original NRIC or Passport of the other person.
4. Upon verification and registration, an identification wristband printed with a passcode and relevant coupons for (i) travelling disbursement; and (ii) food (as per your entitlement – refer “**COUPONS**” below) will be provided. The passcode is for electronic voting purpose. There will be no replacement of the identification wristband and/or coupons in the event you lose or misplace these items.
5. If you are attending the 54<sup>th</sup> AGM as a shareholder as well as proxy, you will be registered once and will only be given **One (1)** identification wristband to enter the meeting hall. Only those registered shareholders/proxies wearing the identification wristband will be allowed to enter the meeting hall.

### **DOOR GIFT**

1. There will be **NO distribution** of door gifts to shareholders/proxies who participate in the 54<sup>th</sup> AGM.

### **PARKING/TRAVELLING DISBURSEMENT**

1. Upon presentation of the travelling disbursement coupon, the Company will provide a cash reimbursement of RM6.00 to as travelling disbursement to those shareholders/proxies who attend the 54<sup>th</sup> AGM in person.
2. Vehicles may be parked at the designated location at your convenience. The parking fees are to be borne by the individual parking the vehicle.
3. For shareholders/proxies whose vehicles are parked at the basement car park of Hilton Petaling Jaya, you may get your parking ticket validated by the hotel for a flat rate of RM12.00 on the day of the 54<sup>th</sup> AGM.

### **FOOD AND BEVERAGE**

1. Coffee and tea will be served at the foyer before the commencement of the 54<sup>th</sup> AGM.
2. Upon presentation of the food coupon, a packed meal will be provided in lieu of buffet-style refreshments.

#### COUPONS

- Upon successful registration, shareholders/proxies will be given food and travelling disbursement (“TD”) coupons, in the following manner:
  - Attending as shareholder - **One (1)** food coupon and **One (1)** TD coupon.
  - Attending as shareholder **and** also as proxy - **One (1)** food coupon and **One (1)** TD coupon, irrespective of the number of shareholders represented.
  - Attending as proxy - **One (1)** food coupon and **One (1)** TD coupon, irrespective of the number of shareholders represented.
- If two (2) proxies are appointed by the same shareholder, only **One (1)** food coupon and **One (1)** TD coupon will be given to the proxy who first registers on the day of the meeting.
- The food and TD coupons can be redeemed after registration at the designated counters from 8.30 a.m. to 12.00 noon.

#### ANNUAL REPORT 2025 AND CIRCULAR TO SHAREHOLDERS

- The following documents are available on the Company’s website at <https://www.tanchonggroup.com>:
  - Annual Report 2025 (“AR 2025”)
  - Circular to Shareholders (“Circular”)

In consideration of the environment, we have printed limited copies of the AR 2025 and Circular. Thus, we strongly encourage our shareholders to refer or download the documents online. Nonetheless, if you need a copy of the printed AR 2025 and/or Circular, you may request from our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) through the contact details stated in this Administrative Notes. Alternatively, you may request online via Vistra Share Registry and IPO (MY) Portal (“The Portal”) at <https://srmy.vistra.com> by selecting “**Request for Annual Report**” under the “**Investor Services**”.

#### PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

- Shareholders may submit questions to the Board of Directors in advance of the 54<sup>th</sup> AGM via The Portal at <https://srmy.vistra.com> by selecting “**e-Services**” to pose questions and submit electronically not later than **Wednesday, 10 June 2026 at 10.30 a.m.** The pre-received questions will be addressed during the 54<sup>th</sup> AGM.
- Verified shareholders, proxies and corporate representatives may ask questions in person at the 54<sup>th</sup> AGM. The Board of Directors will endeavour to answer questions received during the AGM.

#### APPOINTMENT OF PROXY(IES) OR CORPORATE REPRESENTATIVE(S) OR ATTORNEY(S)

- A depositor whose name appears in the Record of Depositors of the Company as at 4 June 2026 (“Record of Depositors”) shall be entitled to attend, participate, speak (collectively, “participate”) and vote at the 54<sup>th</sup> AGM.
- A member who is unable to attend the 54<sup>th</sup> AGM may appoint the Chairman of the Meeting or not more than two (2) persons as his/her proxy(ies) and indicate the voting instruction in the instrument appointing a proxy (“Form of Proxy”).
- The lodging of the Form of Proxy will not preclude you from attending and voting in person at the 54<sup>th</sup> AGM should you subsequently wish to do so. However, if your proxy(ies) had already registered his/her/their attendance prior to your goodself on the date of the 54<sup>th</sup> AGM, you will not be allowed to participate in the 54<sup>th</sup> AGM together with your appointed proxy(ies).
- Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative with Tricor not later than Wednesday, **10 June 2026 at 10.30 a.m.** to participate and vote at the 54<sup>th</sup> AGM.
- Attorneys appointed by power of attorney are to deposit their power of attorney or any other authority, if any, under which it is signed or a notarially certified copy of that power of authority (“Proxy Authorisation Documents”), with Tricor not later than **Wednesday, 10 June 2026 at 10.30 a.m.** to participate and vote at the 54<sup>th</sup> AGM. If the power of attorney is submitted by electronic mail (“email”) to Tricor’s email address at [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com), it must be followed by depositing of a hard copy of the power of attorney at Tricor’s office.

**APPOINTMENT OF PROXY(IES) OR CORPORATE REPRESENTATIVE(S) OR ATTORNEY(S) (Cont'd)**

6. The Form of Proxy and the Proxy Authorisation Documents for the 54<sup>th</sup> AGM shall be deposited or submitted in the following manner not less than forty-eight (48) hours before the time appointed for the 54<sup>th</sup> AGM or not later than **Wednesday, 10 June 2026 at 10.30 a.m.:**

**(a) In hard copy form**

Either by hand or post to the Company’s Share Registrar, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia (Tel: +60 3 2783 9299) or alternatively, at the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;

**(b) By electronic means via email**

By email to Tricor’s email address at [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com) to be followed by the deposit of a hard copy of the Form of Proxy and the Proxy Authorisation Documents at Tricor’s office address stated above; or

**(c) By electronic means via The Portal**

By electronic means via The Portal at <https://srmy.vistra.com>

The steps or procedures to submit the Form of Proxy electronically are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with The Portal	<ul style="list-style-type: none"> <li>Access The Portal at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Click “Register” and select “Individual Holder” and complete the New User Registration Form.</li> <li>For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user ID (i.e., email address) and password.</li> <li>Select the corporate event: <b>“TAN CHONG MOTOR HOLDINGS BERHAD 54TH AGM”</b>.</li> <li>Navigate to the 3 dots at the end of the corporate event and choose <b>“SUBMISSION OF PROXY FORM”</b>.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Indicate the total number of shares assigned to your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST or ABSTAIN.</li> <li>Print the proxy form for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with The Portal	<ul style="list-style-type: none"> <li>Access The Portal at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Click “Register” and select “Representative of Corporate Holder” and complete the New User Registration Form.</li> <li>Complete the registration form with your personal details.</li> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> </ul>

Procedure	Action
Register as a User with The Portal	<ul style="list-style-type: none"> <li>After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul> <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 Form of Proxy	<ul style="list-style-type: none"> <li>Login to The Portal at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Select the corporate event: <b>"TAN CHONG MOTOR HOLDINGS BERHAD 54<sup>TH</sup> AGM"</b>.</li> <li>Navigate to the icon "&gt;" at the end of the corporate event.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Select the corporate holder's name.</li> <li>Proceed to download the submission file.</li> <li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select <b>"Confirm"</b> to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

#### VOTING PROCEDURE

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of 54<sup>th</sup> AGM will be put to vote by poll.
- The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct poll by way of electronic voting ("E-voting") and Scrutineer Solutions Sdn Bhd as scrutineers to verify the poll results.
- E-voting for each of the resolutions as set out in the Notice of 54<sup>th</sup> AGM will take place only upon the conclusion of the deliberations of all the businesses transacted at the 54<sup>th</sup> AGM. The registration for attendance will be closed to facilitate commencement of the poll.
- All attendees at the Meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.
- Upon completion of the voting session for the 54<sup>th</sup> AGM, the Scrutineers will verify the poll results and to be followed by the Chairman's declaration whether the resolutions are duly passed.

#### ENQUIRY

If you have any enquiries on the above, please contact the following persons 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 : +60 3 2783 9299

Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)

#### PERSONAL DATA PRIVACY

Please refer to the Company's compliance with the Personal Data Protection Act 2010 notice as found in the Company's AR 2025.