

# ADMINISTRATIVE GUIDE

## SIXTY FOURTH ANNUAL GENERAL MEETING ("64<sup>th</sup> AGM")

### 64<sup>th</sup> Annual General Meeting

Friday,  
26 September 2025

9.00 a.m.

Ballroom, Hotel Maya Kuala Lumpur, 138,  
Jalan Ampang, 50450 Kuala Lumpur

#### Registration on the day of the 64<sup>th</sup> AGM

The registration counter will open at 7.30 a.m. on Friday, 26 September 2025. Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) during registration for verification purpose. Please 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. Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given identification wristbands for voting purposes.

#### Entitlement to participate in the AGM

Only members whose names appear in the Record of Depositors of our Company as at 17 September 2025 shall be entitled to attend the AGM or appoint proxy(ies) to attend on his/her behalf.

#### Lodgement of Proxy Form:

If you wish to participate in the 64<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the 64<sup>th</sup> AGM. You will not be allowed to participate in the 64<sup>th</sup> AGM together with a proxy appointed by you. Accordingly, Proxy Form and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 64<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than Wednesday, 24 September 2025 at 9.00 a.m.:

#### (i) In hard copy form:

In the case of an appointment made in hard copy form, the Proxy Form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, deposited in the dropbox located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

#### (ii) By electronic form:

All members can have the option to submit the Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

#### Steps for Individual Shareholder

##### Register as a user with TIIH Online

- Using your computer, please access the website at <https://tiih.online>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.
- If you are already a user with TIIH Online, you are not required to register again.

##### Proceed with submission of e-Proxy Form

- After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.
- Select the corporate event: "**SELANGOR DREDGING BERHAD 64<sup>th</sup> AGM – SUBMISSION OF PROXY FORM**".
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.
- Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairperson as your proxy.
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- Review and confirm your proxy(s) appointment.
- Print e-proxy form for your record.

### Step for corporation or institutional shareholder

#### Register as a User with TIIH Online

- Access TIIH Online at <https://tiih.online>
- Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects **“Create Account by Representative of Corporate Holder”**.
- Complete the registration form and upload the required documents.
- Registration will be verified, and you will be notified by email within one (1) to two (2) working days.
- Proceed to activate your account with the temporary password given in the email and re-set your own password.

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 our Share Registrar if you need clarifications on the user registration.

#### Proceed with submission of Proxy Form

- Login to TIIH Online at <https://tiih.online>
- Select the corporate exercise name: **“SELANGOR DREDGING BERHAD 64<sup>TH</sup> AGM – SUBMISSION OF PROXY FORM”**
- Agree to the Terms & Conditions and Declaration.
- Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.
- Prepare the file for the appointment of proxies by inserting the required data.
- Login to TIIH Online, select corporate exercise name: **“SELANGOR DREDGING BERHAD 64<sup>TH</sup> AGM – SUBMISSION OF PROXY FORM”**.
- Proceed to upload the duly completed proxy appointment file.
- Select “Submit” to complete your submission.
- Print the confirmation report of your submission for your record.

#### No recording or photography

Unauthorised recording and photography are strictly prohibited at the 64<sup>th</sup> AGM.

#### Voting Procedure:

- The voting at the 64<sup>th</sup> AGM will be conducted on a poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (“e-voting”) and Independent Scrutineers to verify the poll results.
- Upon completion of the voting session for the 64<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration on whether the resolutions are duly passed.

#### 64<sup>th</sup> AGM Enquiry:

If you have any enquiries on the above, please contact the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. 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

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