



## MEGA FIRST CORPORATION BERHAD

(Registration No. 196601000210 (6682-V))

(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE 59<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”) OF MEGA FIRST CORPORATION BERHAD (“MFCB” OR “COMPANY”)

Day and Date : Wednesday, 21<sup>st</sup> May 2025  
Time : 10.00 a.m.  
Venue : Playhouse Theatre  
The Campus Ampang,  
Lot 7706, Jalan Kolam Air Lama,  
Mukim, Hulu Kelang,  
68000 Ampang, Selangor

#### A) REGISTRATION

- (1) Registration is from 8:30 a.m. and will end by 10:00 a.m. or at such time as may be determined by the Chairman of the meeting. After which, registration will be closed.
- (2) Registration will take place at the registration counters located at the foyer of the meeting hall.
- (3) Kindly present your **original National Registration Identity Card (“NRIC”) or Passport for verification** the Registrar. Photocopy of NRIC or Passport is not allowed. Upon verification of your NRIC or Passport and signing of the Attendance List, you will be given a wristband for identification. Please ensure you collect your original NRIC or Passport thereafter.
- (4) No individual will be allowed to enter the meeting hall without the wristband. There will be no replacement in the event you lose or misplace the wristband.
- (5) No individual will be allowed to register on behalf of another person, registration personnel will handle only verification of identity and registration of shareholders and / or proxy holders. If you have any enquiries on other matters, please refer to our staff who will be at hand to provide assistance or you may approach our staff at the Helpdesk.

#### B) ENTITLEMENT OF ATTENDANCE AND APPOINTMENT OF PROXY

- (1) In respect of deposited securities, only members whose names appear in the Record of Depositors as at 14 May 2025 shall be entitled to attend the AGM or to appoint proxies to attend on their behalf.
- (2) A member of the Company entitled to attend and vote at the AGM is entitled to appoint a proxy or proxies to attend and vote in his/her stead. A proxy need not be a member of the Company.
- (3) In the case of a corporate member, the instrument appointing a proxy or proxies shall be (a) under its common seal; or (b) under the hand of its attorney, and in the case of (b), be supported by a certified true copy of the resolution appointing such officer or certified true copy of the power of attorney.
- (4) A member shall, subject to paragraph (5) below, be entitled to appoint no more than 2 proxies to attend and vote at the AGM. Where a member appoints 2 proxies to attend and vote at the AGM, such appointment shall not be valid unless the member specifies the proportion of his/her shareholding to be represented by each proxy.
- (5) Where a member of the Company is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 (“SICDA”) which holds MFCB Shares for multiple beneficial owners in 1 securities account (“omnibus account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. Where a member of the Company is an authorised nominee as defined under the SICDA, it may appoint at least 1 proxy in respect of each securities account it holds with MFCB Shares standing to the credit of the said securities account.

- (6) The instrument appointing a proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM or at any adjournment thereof:

**In hard copy form**

In the case of an appointment is made in hard copy form, the Form of Proxy must be deposited at the registered office of the Company situated at A-12-01, Level 12, Block A, PJ8, 23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

**By electronic means**

The appointment of proxy form can be electronically lodged with the Poll Administrator website via Securities Services e-Portal at <https://sshsb.net.my/>. Please refer to the procedures as stated in the Administrative Guide which is available at the Company's website, [www.mega-first.com](http://www.mega-first.com)

**(C) VOTING PROCEDURE**

- (1) The voting at the 59<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 Securities Services Sdn. Bhd. ("SS") as Poll Administrator to conduct the poll by way of electronic voting ("eVoting") and Commercial Quest Sdn. Bhd. as scrutineers to verify the poll results.
- (2) To facilitate the eVoting procedures, a video presentation on how to vote will be provided in the meeting before the start of voting session.

**(D) DOOR GIFTS**

- (1) NO door gifts will be distributed on the day of the AGM.

**(E) ENQUIRY**

If you have any enquiries prior to the meeting, please contact the following persons from our Poll Administrator during office hours from Monday to Friday, 8.30 a.m. to 5.30 p.m. (except on public holidays):

**Poll Administrator:**  
**Securities Services (Holdings) Sdn. Bhd.**

Contact Person	: Mr Wong Piang Yoong / Ms Rachel Ou / Ms Jasmine Lim
General Line	: (603) 2084 9000
Fax Number	: (603) 2094 9940/ (603) 2095 0292
Email	: <a href="mailto:info@sshsb.com.my">info@sshsb.com.my</a>



### (A) Sign up for a user account at Securities Services e-Portal

Step 1 Visit <a href="https://sshsb.net.my/">https://sshsb.net.my/</a>	<ul style="list-style-type: none"> <li>• This is a <b>ONE-TIME</b> registration. If you already have a user account, you need not register again.</li> <li>• Your email address is your User ID.</li> <li>• Please proceed to either (B) or (C) below once you are a registered user.</li> </ul>
Step 2 Sign up for a user account	
Step 3 Wait for our notification email that will be sent within one (1) working day	
Step 4 Verify your user account within seven (7) days of the notification email and log in	

### REGISTER AS A USER BY 15 MAY 2025 TO SUBMIT E-PROXY FORM

### (B) Submit e-Proxy Form

Meeting Date and Time	Proxy Form Submission Closing Date and Time
Wednesday, 21 May 2025 at 10:00 a.m.	Monday, 19 May 2025 at 10:00 a.m.
<p>➤ Log in to <a href="https://sshsb.net.my/">https://sshsb.net.my/</a> with your registered email and password.</p> <p>➤ Look for <b>Mega First Corporation Berhad</b> under Company Name and <b>59th AGM on 21 May 2025 at 10:00 a.m. – Submission of Proxy Form</b> under Event and click "&gt;" to submit your proxy forms online for the meeting by the submission closing date and time above.</p>	
<p>Step 1 Check if you are submitting the proxy form as –</p> <ul style="list-style-type: none"> <li>▪ Individual shareholder</li> <li>▪ Corporate or authorised representative of a body corporate</li> </ul> <p><i>For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The <u>original</u> evidence of authority and translation thereof, if required, have to be submitted to the registered office of the Company situated at A-12-01, Level 12, Block A, PJ8, 23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia for verification before the proxy form submission closing date and time above .</i></p>	
<p>Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).</p> <p><b>You may appoint the Chairman of the meeting as your proxy where you are not able to participate.</b></p>	
<p>Step 3 Proceed to indicate how your votes are to be casted against each resolution.</p>	
<p>Step 4 Review and confirm your proxy form details before submission.</p>	
<ul style="list-style-type: none"> <li>• A copy of your submitted e-Proxy Form can be accessed via <b>My Records</b> (refer to the left navigation panel).</li> <li>• You need to submit your e-Proxy Form for <b>every CDS account(s)</b> you have or represent.</li> </ul>	