



Metrod

METROD HOLDINGS BERHAD

Registration No. 201001032606 (916531-A)
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS

FOURTEENTH ANNUAL GENERAL MEETING (“14TH AGM”) OF METROD HOLDINGS BERHAD

Date : **Monday, 26 May 2025**

Time : **2.00 p.m.**

Venue : **Cluster 1, Level 3, EQ, Equatorial Plaza, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia**

Members who are unable to attend the 14th AGM and who wish to exercise their votes are encouraged to appoint proxy or Chairman of the meeting to attend and vote on your behalf at the 14th AGM by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

REGISTRATION ON THE DAY OF 14TH AGM

- Registration will commence at 12.00 p.m. and shall remain open until the conclusion of the 14th AGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.
- Please present your original National Registration Identity Card (“NRIC”) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.
- Upon verification and registration:
 - (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - (b) if you are attending the 14th AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband;
 - (c) no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband; and
 - (d) you may proceed to the meeting venue thereafter.
- Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
- The registration counters will only handle verification of identity, registration and revocation of proxy/proxies. If you have other queries, please proceed to the Help Desk.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the ROD as at **16 May 2025** shall be entitled to attend, speak and vote at the 14th AGM or appoint proxies to attend and/or vote on his/her behalf.

PROXY

- If you are unable to attend the meeting on 26 May 2025, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Saturday, 24 May 2025 at 2.00 p.m.** Please do read and follow the procedures to submit Proxy Form electronically below.
- You may submit your Proxy Form to the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”), please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or alternatively, in the designated drop box at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 14th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

POLL VOTING

- The voting at the 14th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Scrutineer Solutions Sdn Bhd as Scrutineers to verify the poll results.
- Upon completion of the voting session for the 14th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

ANNUAL REPORT 2024

- The Company’s Annual Report 2024 is available at the Company’s website at <https://www.metrod.com> and Bursa Malaysia’s website at www.bursamalaysia.com under Company’s announcements.
- You may request for a printed copy of the Annual Report 2024 at <https://tiih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”.
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

	Procedure	Action
i. <u>Steps for Individual Shareholders</u>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. 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.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “METROD 14TH 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. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print the proxy form for your record.
ii. <u>Steps for Corporation or Institutional Shareholders</u>		
(a)	Register as a User with Online	<ul style="list-style-type: none"> 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. <p>Note: The representative of a corporation or institutional shareholder must register as a user first 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.</p>
(b)	Proceed with submission of proxy form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate exercise name: “METROD 14TH 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.

		<ul style="list-style-type: none"> • Submit the proxy appointment file. • Login to TIIH Online, select corporate exercise name: “METROD 14TH 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.
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RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 14th AGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

[Registration No. 197101000970 (11324-H)]

Unit 32-01, Level 32, Tower A, Vertical Business Suite

Avenue 3, Bangsar South

No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

General Line : +603 2783 9299

Email : is.enquiry@vistra.com

Contact Person

En. Aiman Nuri : +603-2783 9262

Mr. Jake Too : +603 2783 9285