

MANFORCE GROUP BERHAD
[Registration No.: 201701014455 (1228620-V)]
(Incorporated in Malaysia)
("the Company")

ADMINISTRATIVE GUIDE FOR EIGHTH ANNUAL GENERAL MEETING ("8TH AGM")

Day & Date : Tuesday, 19 August 2025
Time : 10.00 a.m.
Venue : M World Hotel Petaling Jaya (formerly AVANTÉ Hotel), Quartz Opal,
Level G, No.1, Persiaran Bandar Utama, Bandar Utama, 47800
Petaling Jaya, Selangor

1. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositor as at **12 August 2025** shall be entitled to attend, speak and vote at the 8th AGM or appoint proxies/corporate representatives/attorneys to attend and/or vote on his/her behalf.

2. REGISTRATION ON THE DAY OF THE 8TH AGM

Registration will start at 9.00 a.m. at M World Hotel Petaling Jaya (formerly AVANTÉ Hotel), Quartz Opal, Level G, No.1, Persiaran Bandar Utama, Bandar Utama, 47800 Petaling Jaya, Selangor on Tuesday, 19 August 2025.

Shareholders or proxies are requested to produce/show their original MyKAD (for Malaysian) or Passport (for non-Malaysian) during registration for verification purposes. 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.

3. POLL VOTING

The voting at the 8th AGM will be conducted by way of poll in accordance with the Listing Requirements of Bursa Malaysia Securities Berhad and the Company's Constitution. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as the Poll Administrator and Eco Asia Governance Advisory Sdn. Bhd. as the Independent Scrutineer of the 8th AGM.

The attendees at the Meeting will be briefed and guided by the Poll Administrator before the commencement of the poll voting process.

Shareholders or proxies or corporate representatives or attorneys can proceed to vote on the resolutions upon the announcement by the Chairperson of the meeting.

Upon completion of the poll voting session for the 8th AGM, the Independent Scrutineers will verify the poll results, followed by the Chairperson's declaration on whether the resolutions have been duly passed.

4. APPOINTMENT OF PROXY

Shareholders who appoint proxy(ies) to attend and vote on their behalf at the 8th AGM must ensure that the duly executed proxy forms whether in hard copy or by electronic means must

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be deposited or received by the Share Registrar in the following manner **not later than 17 August 2025 at 10.00 a.m.** Otherwise, the proxy form shall be treated as invalid:-

(i) In Hard Copy Form

The Form of Proxy or the Power of Attorney or other authority, if any, under which it is signed or notarially certified shall be deposited at the Company's Share Registrar address at ***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, W.P. Kuala Lumpur, Malaysia or alternatively, at the drop in box provided at the Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia.***

OR

(ii) By Electronic Means

The Form of Proxy shall be electronically submitted to the Share Registrar of the Company via TIIH Online website at <https://tiih.online>.

Kindly refer to the Procedure for Electronic Submission of Proxy Form under Clause 5 of this Administrative Guide for the 8th AGM.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 8th AGM, must deposit their **original or duly certified** certificate of appointment of corporate representative to 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, W.P. Kuala Lumpur, Malaysia or alternatively, at the drop in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia **not later than 17 August 2025 at 10.00 a.m.** The certificate of appointment should be executed under its common seal in accordance with the constitution of the corporate member.

If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 8th AGM, you may appoint the Chairperson of the meeting as your proxy and indicate the voting instructions in the proxy form in accordance with the notes and instructions printed therein.

5. PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

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

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	Procedure	Action
i. Steps for Individual Members		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Select the “Sign Up” button and followed by “Create Account by Individual Holder”. 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.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> 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: “MANFORCE GROUP 8TH AGM 2025 – 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 the 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 proxy form for your record.
ii. Steps for Corporation or Institutional Members		
(c)	Register as a User with TIIH Online website	<ul style="list-style-type: none"> Access TIIH Online website at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional member 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 e-mail within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the e-mail and re-set your own password. <p><i>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>

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(d)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none">• Login to TIIH Online website at https://tiah.online• Select the corporate exercise name: "MANFORCE GROUP 8TH AGM 2025 – 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.• Submit 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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6. RESULTS OF THE VOTING

The resolutions proposed at the 8th AGM and the results of the voting will be announced at the 8th AGM and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad ("**Bursa Malaysia**") at www.bursamalaysia.com.

7. NO DOOR GIFTS OR FOOD VOUCHERS

There will be no door gifts or food vouchers provided to shareholders, proxies and invited guests who attend the 8th AGM.

8. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 8th AGM.

9. 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.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@vistra.com
Contact Persons : Mr. Hifzul Azad : +603-2783 9284/ Email: mohamad.hifzul@vistra.com
: Ms. Siti Zalina : +603-2783 9247/ Email: siti.zalina@vistra.com