



**STEEL HAWK BERHAD**  
Company No. 202001043293 (1399614-A)  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE FOURTH ANNUAL GENERAL MEETING (“4<sup>TH</sup> AGM”)**

Date : Tuesday, 24 June 2025  
Time : 10.00 a.m.  
Venue : Majestic 2, Level 3, The Majestic Hotel Kuala Lumpur, No. 5, Jalan Sultan Hishamuddin, City Centre, 50000 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia

### **1. REGISTRATION ON THE DAY OF AGM**

The registration counter will open at 8.00 a.m. at the AGM Venue on Tuesday, 24 June 2025. Members, proxies, attorneys, and corporate representatives are requested to present their original identification papers such as identity card (NRIC) (Malaysian), or police report (for loss of NRIC) or Temporary NRIC (Malaysian), or passport (Foreigner) during registration for verification purpose.

Please take note that no person will be allowed to register on behalf of another person, even with the original identification papers of that person. Upon verification, members, proxies, attorneys, and corporate representatives are required to write their names and sign on the Attendance List placed on the registration table.

Whether you are attending the AGM as a shareholder, proxy(ies), attorney(s) and/or corporate representative(s), you will be registered once and given only one wristband for voting purpose. Please take note that no person will be allowed to enter the AGM Venue without wearing the identification wristband. There will be no replacement in the event that you lose or misplace the identification wristband.

### **2. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY**

Only members whose names appear on the Record of Depositors on 13 June 2025 shall be eligible to attend, participate and vote at the AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote on his/her/its behalf. A member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form. A Member shall appoint not more than two (2) proxies to attend and vote at the AGM.

If you wish to participate in the 4<sup>th</sup> AGM yourself, please do not submit any Proxy Form as you will not be allowed to participate in the 4<sup>th</sup> AGM together with a proxy appointed by you. Accordingly, Proxy Forms and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 4<sup>th</sup> AGM whether in hard copy or by electronic means must be deposited or submitted in the following manner not later than **Sunday, 22 June 2025 at 10.00 a.m.**:

- (i) In the case of an appointment made in hard copy form, the Proxy Form duly completed must be deposited at the Share Registrar’s office situated at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia or deposit into the Drop-in Box located at Unit

G-2, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

- (ii) By electronic means, the Proxy Form duly completed can be electronically lodged via TIIH Online website at <https://tiih.online>. The procedures for electronic lodgement of Proxy Form are as follows:-

PROCEDURE		ACTION
<b>FOR INDIVIDUAL MEMBERS</b>		
(a)	Register as a user with TIIH Online website	<ul style="list-style-type: none"> <li>• Please access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Register as a user under the “e-Services” by selecting <b>“Create Account by Individual Holder”</b>. Please refer to the tutorial guide posted on the homepage for assistance.</li> </ul> <p><i>Note: If you are already a user with TIIH Online, you are not required to register again.</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Annual General Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“STEEL HAWK 4TH AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide on your votes.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul>
<b>FOR CORPORATION OR INSTITUTIONAL MEMBERS</b>		
(a)	Register as a user with TIIH Online website	<ul style="list-style-type: none"> <li>• Please access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under the “e-Services”, the authorised or nominated representative of the corporation or institutional member selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he or she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>

PROCEDURE		ACTION
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Annual General Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“STEEL HAWK 4TH AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Login to TIIH Online, select corporate exercise: <b>“STEEL HAWK 4TH AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission and print the submission report for your record.</li> </ul>

### 3. ADVANCE SUBMISSION OF QUESTIONS RELATING TO THE AGM AGENDA ITEMS

Shareholders of the Company may submit questions in advance relating to the agenda items of the 4<sup>th</sup> AGM via TIIH Online website at <https://tiih.online>, commencing from 30 April 2025, and no later than **10.00 a.m. on Sunday, 22 June 2025**. The Board will endeavour to answer at the AGM the questions received.

### 4. VOTING BY POLL

The voting at the 4<sup>th</sup> AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company will conduct the poll by way of electronic voting (e-voting) provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”).

Members, proxies, attorneys and corporate representatives can proceed to vote on the resolutions upon the announcement by the Chairman of the Meeting.

#### Steps to Vote:

- (1) Proceed to the designated polling kiosk.
- (2) Scan the QR code on your identification wristband.
- (3) Follow the on-screen instructions to cast your vote.

### 5. DOOR GIFT

Door gift will be distributed during registration and only **ONE (1)** door gift will be given to a registrant whether attending as member, proxy(ies), attorney(s) and/or corporate representative(s), irrespective of the number of shareholders represented. Where more than one (1) proxy/attorney/corporate representative is appointed by the same member, only ONE door gift will be given to the proxy/attorney/corporate representative who registers first.

## 6. PARKING

Car park charges will be at a flat rate of RM15 per day via cashless parking system using Touch n'Go, Visa or Mastercard. Minimum balance of RM30 is required upon entry.

## 7. ANNUAL REPORT 2024

The Company's Annual Report 2024 is available on the Company's corporate website at <https://www.steelhawk.com.my/> and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under the Company's announcements.

You may request for a printed copy of the Company's Annual Report 2024 at <https://tjih.online> by selecting "Request for Annual Report" under the "Investor Services" or alternatively, request through telephone or e-mail to the Share Registrar via the contact details as set out in Note 9 below.

## 8. NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the Company's 4<sup>th</sup> AGM.

## 9. 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.**

General Line	:	+603-2783 9299
Fax Number	:	+603-2783 9222
Email	:	<a href="mailto:is.enquiry@vistra.com">is.enquiry@vistra.com</a>

### ***Personal Data Policy***

*By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he or she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.*