

NOTICE OF SEVENTH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the Seventh Annual General Meeting ("7th AGM") of Manforce Group Berhad ("the Company") will be conducted on a fully virtual basis through live streaming and online remote voting from the online meeting platform at <https://web.vote2u.my> (Domain registration number with MYNIC D6A471702) provided by Agmo Digital Solutions Sdn Bhd ("AGMO") via Vote2U online website on Friday, 23 August 2024 at 10:00 a.m., to transact the following businesses:-

AGENDA

- AS ORDINARY BUSINESS**
- To receive the Audited Financial Statements for the financial year ended 29 February 2024 together with the Reports of the Directors and Auditors thereon. (Please refer Note 1)
 - To approve the payment of Independent Non-Executive Directors' fees for an amount of up to RM151,000.00 payable to the Independent Non-Executive Directors of the Company on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine as follows:- (Ordinary Resolution 1) (Please refer Note 2)
- | No. | Type of Director | Independent Non-Executive Directors' Fees (RM) | | |
|-----|------------------------------------|--|---------------------------|------------|
| | | Directors' Fees | The Board of Subsidiaries | Total |
| 1. | Chairman of the Board | 66,000.00 | - | 66,000.00 |
| 2. | Independent Non-Executive Director | 85,000.00 | - | 85,000.00 |
| | | 151,000.00 | - | 151,000.00 |
- To approve the payment of Executive Directors' fees for an amount of up to RM36,000.00 payable to Dato' Wong Boon Ming on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine. (Ordinary Resolution 2) (Please refer Note 2)
 - To approve the payment of Executive Directors' fees for an amount of up to RM36,000.00 payable to Mr. Chin Kok Weng on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine. (Ordinary Resolution 3) (Please refer Note 2)
 - To approve the payment of Non-Independent Non-Executive Directors' fees for an amount of up to RM36,000.00 payable to Datin Lim Gun Kiau on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine. (Ordinary Resolution 4) (Please refer Note 2)
 - To re-elect the following Directors, who retires by rotation and being eligible, have offered themselves for re-election in accordance with Clause 100.1 of the Company's Constitution:-
 - Tengku Faizwa Binti Tengku Razif (Ordinary Resolution 5) (Ordinary Resolution 6) (Please refer Note 3)
 - Datuk Wira Dato' (Dr.) Khieu Fu Siang (Ordinary Resolution 7) (Ordinary Resolution 4) (Please refer Note 4)
7. To appoint Messrs. TGS TW PLT as the Auditors of the Company in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT, subject to the Consent to Act as Auditors of the Company to be obtained from Messrs. TGS TW PLT and to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to fix their remuneration.

AS SPECIAL BUSINESS

To consider and, if thought fit, to pass with or without modifications, the following resolution:-

- 8. ORDINARY RESOLUTION - AUTHORITY TO ALLOT AND ISSUE SHARES PURSUANT TO THE COMPANIES ACT 2016** (Ordinary Resolution 8) (Please refer to Note 5)
- "**THAT** subject always to the Companies Act 2016 ("the Act"), the Constitution of the Company, the LEAP Market Listing Requirements of Bursa Malaysia Securities Berhad and approvals of the relevant government and/or regulatory authorities, the Directors be and are hereby authorised, to allot and issue shares in the capital of the Company, grant rights to subscribe for shares in the Company, converting securities into shares in the Company, or to allot shares under the agreement or option or offer ("New Shares") from time to time, at such price, to such persons, upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion deem fit, PROVIDED ALWAYS that the aggregate number of shares to be issued pursuant to this resolution must not exceed one hundred percent (100%) of the total number of issued shares of the Company for the time being, of which the aggregate number of shares issued other than on a pro rata basis to existing shareholders must not more than fifty percent (50%) of the total number of issued shares of the Company for the time being ("Proposed General Mandate").
- THAT** the existing shareholders of the Company do hereby waive their pre-emptive rights pursuant to Section 85(1) of the Act read together with Rule 5.04 of the LEAP Market Listing Requirements and the Company's Constitution to be offered the New Shares to be allotted and issued under the Proposed General Mandate, which rank equally with the existing issued shares in the Company;
- THAT** such approval on the Proposed General Mandate shall continue to be in force until:-
- the conclusion of the next Annual General Meeting of the Company held after the approval was given;
 - the expiration of the period within which the next Annual General Meeting of the Company is required to be held after the approval was given; or
 - revoked or varied by resolution passed by the shareholders of the Company in a general meeting, whichever is the earlier.
- THAT** the Directors be and are hereby also empowered to obtain approval from the Bursa Securities for the listing and quotation for such new Shares on Bursa Securities;
- AND THAT** authority be and is hereby given to the Directors of the Company, to give effect to the Proposed General Mandate with full powers to assent to any conditions, modifications, variations and/or amendments as they may deem fit in the best interest of the Company and/or as may be imposed by the relevant authorities.
- AND FURTHER THAT** the Directors of the Company be and are hereby authorised to implement, finalise, complete and take all necessary steps and to do all acts (including execute such documents as may be required), deeds and things in relation to the Proposed General Mandate."
9. To transact any other business of which due notice has been given in accordance with the Constitution of the Company and Companies Act 2016.

BY ORDER OF THE BOARD

TEO SOON MEI (SSM PC No. 201908000235) (MAICSA 7018590)

LIM JIA HUEY (SSM PC No. 201908000929) (MAICSA 7073258)

Company Secretaries

Kuala Lumpur

Dated: 24 July 2024

Explanatory Notes on Ordinary and Special Businesses:

1. Item 1 of the Agenda

This Agenda item is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval of the shareholders for the Audited Financial Statements. As such, this Agenda item is not put forward for voting.

2. Items 2 to 5 of the Agenda

Pursuant to Section 230(1) of the Act provides that the fees of the directors payable to the directors including any compensation for loss of employment of a director or former director of a public company or a listed company and its subsidiaries, shall be approved at a general meeting.

The Company is seeking shareholders' approval for the payment of:-

- Non-Executive Directors' fees for an amount of up to RM151,000.00 payable to the Independent Non-Executive Directors of the Company on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine under Ordinary Resolution 1;
- Executive Directors' fees payable to the respective Executive Directors of the Company namely Dato' Wong Boon Ming and Mr. Chin Kok Weng for an amount of up to RM36,000.00 for each Executive Directors of the Company on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine under Ordinary Resolutions 2 and 3; and
- Non-Independent Non-Executive Directors' fees payable to the Non-Independent Non-Executive Directors of the Company namely Datin Lim Gun Kiau for an amount of up to RM36,000.00 on a monthly basis for the period from 24 August 2024 until the next Annual General Meeting of the Company to be held in year 2025, in such proportion and manner as the Directors may determine under Ordinary Resolution 4.

The estimated Directors' fees payable proposed for the period from 24 August 2024 until the next Annual General Meeting of the Company are derived based on the current Board size and number of scheduled Board meetings to be held. These Resolutions are to facilitate payment of Directors' fees and benefits for the financial year 2024/2025.

In the event that the proposed Directors' fees payable are insufficient due to the enlarged Board size, the Company will seek shareholders' approval at the next Annual General Meeting of the Company for the additional Directors' fees and benefits payable to meet the shortfall.

3. Item 6 of the Agenda

Clause 100.1 of the Company's Constitution provides that one-third (1/3) of the Directors, for the time being, or, if their number is not three (3) or a multiple of three (3), then the number nearest to 1/3 shall retire by rotation at an Annual General Meeting of the Company. All the Directors shall retire from the office at least once in three (3) years but shall be eligible for re-election.

Tengku Faizwa Binti Tengku Razif and Datuk Wira Dato' (Dr.) Khieu Fu Siang, the Directors who are standing for re-election in accordance with Clause 100.1 of the Company's Constitution, are seeking for the shareholders' approval for re-election at the forthcoming 7th AGM. Upon obtained approval for the Ordinary Resolutions 5 and 6 of the agenda of 7th AGM, Tengku Faizwa Binti Tengku Razif and Datuk Wira Dato' (Dr.) Khieu Fu Siang will be re-elected and serve on the Board as the Directors of the Company.

4. Item 7 of the Agenda

Pursuant to Section 271(3)(b) of the Act, shareholders shall appoint Auditors who will hold office until the conclusion of the next Annual General Meeting in year 2025.

On 28 June 2024, the Company received a notice from Messrs. Baker Tilly Monteiro Heng PLT, expressing their decision not to seek for re-appointment as Auditors of the Company. Therefore, it is confirmed that Messrs. Baker Tilly Monteiro Heng PLT will retire as Auditors of the Company upon expiration of their current term of office at the conclusion of the 7th AGM.

The Company had received a Notice of Nomination from a substantial shareholder of the Company for the appointment of Messrs. TGS TW PLT as Auditors of the Company in place of Messrs. Baker Tilly Monteiro Heng PLT who will be retiring as Auditors at the conclusion of the 7th AGM. The Board of Directors has reviewed the profile of Messrs. TGS TW PLT and has recommended the above proposal to be tabled to the shareholders for approval at the 7th AGM. A copy of the Notice of Nomination to appoint Messrs. TGS TW PLT as Auditors of the Company is annexed as "Appendix A" and the appointment of Messrs. TGS TW PLT is subject to the Consent to Act to be obtained from Messrs. TGS TW PLT.

5. Item 8 of the Agenda

Ordinary Resolution 8 is to seek shareholders' approval for the renewal of the general mandate ("General Mandate") to empower the Directors of the Company, pursuant to the Companies Act 2016 and subject to Rule 5.04 of the LEAP Market LR of Bursa Securities, from the date of the 7th AGM, to allot and issue new ordinary shares or convertible securities in the Company from time to time to such persons as the Directors may deem fit without convening a general meeting, provided that the aggregate number of shares or convertible securities issued pursuant to the General Mandate must not exceed one hundred percent (100%) of the total number of issued shares of the Company for the time being, of which the aggregate number of shares or convertible securities issued other than on a pro rata basis to existing shareholders must not more than fifty percent (50%) of the total number of issued shares of the Company ("the Prescribed Limit").

However, pursuant to Section 85 of the Companies Act 2016, Clause 55 of the Company's Constitution and LEAP Market LR of Bursa Securities, the New Shares will have to be offered to the existing shareholders of the Company unless there is a direction to the contrary given in the general meeting of the Company. Should the existing shareholders of the Company approve the proposed Ordinary Resolution 7, they are waiving their pre-emptive rights pursuant to Section 85(1) of the Act, which then would allow the Directors to issue New Shares to any person without first offering the said New Shares equally to all existing shareholders of the Company prior to the issuance. This may result in a dilution to the shareholding percentage of the existing shareholders of the Company.

The purpose of this General Mandate, if passed, will provide flexibility to the Company to issue New Shares without the need to convene separate general meeting to obtain approval from its shareholders so as to avoid incurring of additional cost and time. It will also enable the Directors to take swift action in case of a need to allot and issue new shares in the Company for fund raising activities, including but not limited to placement of shares for the purpose of funding the Company's current and/or future investment projects, working capital, acquisitions and/or for issuance of shares as settlement of purchase consideration, or such other purposes as the Directors may deem fit in the best interest of the Company, provided that the aggregate number of the shares issued does not exceed the Prescribed Limit under the LEAP Market LR of Bursa Securities. This authority, unless revoked or varied by the Company in a general meeting, will expire at the conclusion of the next Annual General Meeting of the Company.

The purpose of Ordinary Resolution 8 is a renewal of the previous year's mandate. As of the date of this Meeting, no new shares in the Company were issued pursuant to the General Mandate granted to the Directors at the last Annual General Meeting of the Company held on 25 August 2023 and which will lapse at the conclusion of the 7th AGM.

Virtual Annual General Meeting:

- The 7th AGM of the Company will be conducted on a fully virtual basis through live streaming and online remote voting from the online meeting platform at <https://web.vote2u.my/> (Domain registration number with MYNIC D6A471702) provided by Agmo Digital Solutions Sdn. Bhd. ("AGMO") via Vote2U online website. Please refer to the Administrative Guide for the 7th AGM which is available at the Company's website at <https://www.manforce.net/investor-relations.html> for the procedures to register, participate and vote remotely at the 7th AGM through the RPV facilities.
- Members and/or proxy(ies) and/or corporate representative(s) and/or attorneys are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, "participate") remotely at the 7th AGM via the RPV facilities provided by AGMO.

Notes:

- In respect of deposited securities, only members whose names appear in the Record of Depositors on 16 August 2024 ("General Meeting Record of Depositors") shall be eligible to attend, speak and vote at this 7th AGM, or to appoint proxy(ies) to attend, participate and vote on their behalf.
- A member who is entitled to attend and vote at the 7th AGM shall be entitled to appoint not more than two (2) proxies to attend, participate and vote on his/her behalf at the 7th AGM. A proxy may but need not be a member of the Company, and need also not be an advocate, an approved company auditor or a person approved by the registrar of the Company. Where a member appoints two (2) proxies to attend the 7th AGM, the member shall specify the proportion of his/her shareholding to be represented by each proxy, failing which the appointment shall be invalid.
- Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, he/she may appoint at least one (1) proxy but not more than two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account. The appointment of two (2) proxies in respect of any particular securities account shall be invalid unless the authorised nominee specifies the proportion of its shareholding to be represented by each proxy.
- Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (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. The appointment of two (2) or more proxies in respect of any particular omnibus account shall be invalid unless the exempt authorised nominee specifies the proportion of its shareholding to be represented by each proxy.
- The instrument appointing a proxy and the power of attorney or other authority, if any, shall be in writing under the hand of appointer or of his attorney duly authorised in writing or a copy of that power of attorney, certified by an advocate and solicitor, or where the appointer is a corporation, either under the corporation's common seal or under the hand of an officer or attorney duly authorised. Any alteration in the form of proxy must be initialled.
- The instrument appointing a proxy may be made via hardcopy 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 7th AGM or at any adjournment thereof, and in default the instrument of proxy shall not be treated as valid:-
 - In Hardcopy 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 **Manforce Group Berhad's Business Address at No. 13-02, Jalan PJU 5/20E, Pusat Perdagangan Kota Damansara PJU 5, Kota Damansara, 47810 Petaling Jaya, Selangor.**
 - By Electronic Means**
The Form of Proxy shall be electronically submitted via email at the Poll Administrator's email address at vy2u@agmostudio.com. Kindly refer to the Administrative Guide for the 7th AGM for the procedure on RPV facilities and further information.

Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the 7th AGM and/or any adjournment thereof, a member of the Company:

- consents to the collection, use and disclose of the member's personal data by the Company (or its agents) for the purpose of the processing and the administration by the Company (or its agents) of proxies and representatives appointed for the 7th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 7th AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");
- warrants that the member has obtained the prior consent of such proxy(ies) and/or representative(s) to the Company or its agents for the Purposes; and
- agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses, and damages as a result of the member's breach of warranty.

Date: 19 July 2024

DATO' WONG BOON MING

No. 22, Jalan PJU 3/20F,
Tropicana Indah Resort Homes,
47410 Petaling Jaya,
Selangor, Malaysia.

The Board of Directors

MANFORCE GROUP BERHAD

No. D-09-02, Level 9, EXSIM Tower,
Millerz Square @ Old Klang Road,
Megan Legasi, No. 357, Jalan Kelang Lama,
58000 Kuala Lumpur,
W.P. Kuala Lumpur, Malaysia.

Dear Sirs,

NOTICE OF NOMINATION OF NEW AUDITORS IN PLACE OF RETIRING AUDITORS

I, being a substantial shareholder of Manforce Group Berhad, hereby give notice to nominate Messrs. TGS TW PLT [202106000004 (LLP0026851-LCA) & AF002345] as Auditors of the Company in place of the retiring Auditors and propose the following resolution as an ordinary resolution at the forthcoming Annual General Meeting of the Company:-

***"THAT** Messrs. TGS TW PLT be and are hereby appointed as Auditors of the Company in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT, subject to the Consent to Act as Auditors of the Company to be obtained from Messrs. TGS TW PLT and to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to fix their remuneration."*

Thank you.

Yours faithfully,



DATO' WONG BOON MING

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

ADMINISTRATIVE GUIDE FOR SEVENTH ("7TH") ANNUAL GENERAL MEETING ("AGM")

Date	: Friday, 23 August 2024
Time	: 10:00 a.m.
Online Meeting Platform	: Online meeting platform at https://web.vote2u.my
Domain Registration Number with MYNIC	: (Domain registration number with MYNIC D6A471702) provided by Agmo Digital Solutions Sdn. Bhd. via Vote2U online portal

The 7th Annual General Meeting ("**AGM**") will be conducted on a fully virtual basis through live streaming and online remote voting using the Remote Participation and Voting ("**RPV**") facilities (collectively referred hereinafter as "**Virtual AGM**") provided by Agmo Digital Solutions Sdn. Bhd. ("**AGMO**") via Vote2U online portal in accordance with Section 327 of the Companies Act 2016 and the Constitution of the Company.

We strongly encourage our shareholders whose names appear on the **Record of Depositors as at 16 August 2024** and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM.

In line with the Practice 13.3 of the Malaysian Code on Corporate Governance 2021 ("**MCCG**"), by conducting a Virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the RPV facilities, you may exercise your right as a member of the Company to participate (including posing questions to the Board of Directors and/or Management of the Company) and vote at the Virtual AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our Virtual AGM has commenced. Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, it is your responsibility (shareholders and proxies) to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by the Poll Administrator of the Company, AGMO via its **Vote2U** online portal at <https://web.vote2u.my>.

For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Please ensure that the Form of Proxy is deposited via hardcopy 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 7th AGM i.e. no later than 21 August 2024 at 10:00 a.m., or at any adjournment thereof, and in default the instrument of proxy shall not be treated as valid: -

(i) In Hardcopy Form

The Form of Proxy or the Power of Attorney or other authority, if any, under which it is signed or notorially certified shall be deposited at the **Manforce Group Berhad's Business Address at No. 13-02, Jalan PJU 5/20E, Pusat Perdagangan Kota Damansara PJU 5, Kota Damansara, 47810 Petaling Jaya, Selangor.**

(ii) By Electronic Means

The Form of Proxy shall be electronically submitted via email at the Poll Administrator's email address at v2u@agmostudio.com.

MANFORCE GROUP BERHAD

[Registration No.: 201701014455 (1228620-V)]

- Administrative Guide for the 7th Annual General Meeting – (Cont’d)

VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Clause 81 of the Constitution of the Company. The Company has appointed Poll Administrator to conduct the poll by way of electronic voting (“e-voting”) and Independent Scrutineer to verify and validate the poll results.

During the Virtual AGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

For the purposes of the Virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

PROCEDURES TO PARTICIPATE VIA RPV FACILITIES

Please note that the remote participation and e-voting is available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

The RPV facilities will enable you to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company via real time submission of typed texts) and vote remotely at the 7th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our Virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.

Please follow the steps below to participate at the 7th AGM remotely by using the RPV as follows:-

BEFORE AGM DAY

A: REGISTRATION

Individual Shareholders

	Description	Procedures
i.	Shareholders to register with Vote2U online	a) Access website at https://web.vote2u.my b) Click “ Sign Up ” to sign up as a new user. c) Read the ‘Privacy Policy’ and ‘Terms & Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ on a small box <input type="checkbox"/> . Then click “ Next ”. d) *Fill-in your details (note: create your own password). Then click “ Continue ”. e) Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian). f) Click “ Submit ” to complete the registration g) Your registration will be verified and an email notification will be sent to you. Please check your email.

MANFORCE GROUP BERHAD

[Registration No.: 201701014455 (1228620-V)]

- Administrative Guide for the 7th Annual General Meeting – (Cont'd)

	Description	Procedures
i.	Shareholders to register with Vote2U online (Cont'd)	<p>Note: If you have registered as a user with Vote2U Online previously, you are not required to register again. Please use the same email and password to log in.</p> <p><i>*Please ensure that you have provided correct email address and keyed in correctly.</i></p> <p><i>*Please remember the password you have provided and keyed in.</i></p>

B: REGISTER PROXY**Individual Shareholder / Corporate Shareholder / Nominees Company**

	Description	Procedures
i.	Submit Form of Proxy (hardcopy)	<p>Shareholders who wish to appoint proxy or attorney or authorised representative to participate via RPV facilities at the AGM must ensure that the duly executed Form of Proxy are deposited via hardcopy or electronically not later than Wednesday, 21 August 2024 at 10:00 a.m. at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.</p> <p>You may deposit the Form of Proxy in the following manner:-</p> <p><u>In Hardcopy Form</u></p> <p>Please fill-in details on the hard copy Form of Proxy and to provide the following information:-</p> <ul style="list-style-type: none"> • MyKad (for Malaysian) / Passport (for non-Malaysian) number of the Proxy; and • Email address and mobile phone number of the Proxy. <p>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 Manforce Group Berhad's Business Address at No. 13-02, Jalan PJU 5/20E, Pusat Perdagangan Kota Damansara PJU 5, Kota Damansara, 47810 Petaling Jaya, Selangor.</p> <p><u>By Electronic Means</u></p> <p>The Form of Proxy shall be electronically submitted via email at the Poll Administrator's email address at y2u@agmostudio.com.</p> <p>Note: <i>After verification, an email notification will be sent to the Proxy(ies) and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</i></p> <p><i>*Please ensure that you have provided the correct email address of the Proxy in the Form of Proxy.</i></p>

MANFORCE GROUP BERHAD

[Registration No.: 201701014455 (1228620-V)]

- Administrative Guide for the 7th Annual General Meeting – (Cont'd)**ON AGM DAY (23/08/2024)****A: WATCH LIVE STREAMING****Individual Shareholders & Proxies**

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will be opened for log-in starting from 9:00 a.m. Friday, 23 August 2024, one (1) hour before the commencement of the AGM. You may:-</p> <ul style="list-style-type: none"> • Login with your email and password. • Select the General Meeting event (for example, "Manforce 7th AGM"). • Check your details. • Click "Watch Live" button to view the live streaming.

B: ASK QUESTION**Individual Shareholders & Proxies**

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ul style="list-style-type: none"> • Click "Ask Question" button to post question(s). • Type in your question and click "Submit". <p>The Chairperson/Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p>

C: VOTING REMOTELY**Individual Shareholders & Proxies**

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:-</p> <p>Click "Confirm Details & Start Voting".</p> <p>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click "Next" to continue voting for all resolutions.</p> <p>To change your vote, click "Back" and select another voting choice.</p> <p>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click "Confirm" to submit your vote.</p> <p><i>Note:</i> Please note that you are <u>NOT ABLE</u> to change your voting choices after you have confirmed and submitted your votes.</p>

MANFORCE GROUP BERHAD

[Registration No.: 201701014455 (1228620-V)]

- Administrative Guide for the 7th Annual General Meeting – (Cont'd)

D: VIEW RESULTS

Individual Shareholders & Proxies

	Description	Procedures
i.	View Results	Upon completion of the voting session, the Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration of poll results. On the same tab after you have submitted your votes, scroll down and click " View Results ".

E: END OF MEETING

Individual Shareholders & Proxies

	Description	Procedures
i.	End of RPV	Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end and the " Ask Question " function will be disabled.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

In order to enhance the efficiency of the proceedings of the 7th AGM, the shareholders may submit questions to the Company via e-mail to v2u@agmostudio.com not later than **Wednesday, 21 August 2024 at 10:00 a.m.** or select the messaging icon in Vote2U online portal to transmit questions via RPV facilities during live streaming of the 7th AGM. If time permits, the Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the 7th AGM. The shareholders are encouraged to submit questions before the 7th AGM.

ADDITIONAL INFORMATION

Annual Audited Financial Statement for the Financial Year Ended 29 February 2024

The Annual Audited Financial Statement for the Financial Year Ended 29 February 2024 and all the documents mentioned here below can be viewed and downloaded from the following designated website link at <https://www.manforce.net/investor-relations.html>.

1. Annual Audited Financial Statement for the Financial Year Ended 29 February 2024;
2. Notice of 7th AGM;
3. Form of Proxy; and
4. Administrative Guide of 7th AGM.

No Door Gift or e-Voucher or Food Voucher

NO door gift and / or E-vouchers will be distributed to Shareholders/Proxies/Corporate Representatives for participating in the 7th AGM.

MANFORCE GROUP BERHAD

[Registration No.: 201701014455 (1228620-V)]

- Administrative Guide for the 7th Annual General Meeting – (Cont'd)

No Recording or Photography at the Virtual AGM

Unauthorised recording and photography of the proceedings of the 7TH AGM are strictly prohibited.

Enquiry

Manforce Group Berhad

Address : No. 13-02, Jalan PJU 5/20E,
Pusat Perdagangan Kota Damansara PJU 5,
Kota Damansara,
47810 Petaling Jaya, Selangor
Email : andrew.chin@manforce.net
Contact person : Mr. Andrew Chin
Telephone No. : 012-311 5718

OR

For enquiries relating to RPV facilities or issues encountered during registration, log-in, connecting to the live streaming and online voting facilities, please contact the Poll Administrators appointed or Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone Number: 03-7664 8520 / 03-7664 8521

Email: vote2u@agmostudio.com