



## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN THAT** the Seventy-Fourth Annual General Meeting of Malayan Cement Berhad (the "Company") will be held on Thursday, 5 December 2024 at 3.30 p.m. or at any adjournment thereof and will be conducted as a **fully virtual** meeting through live streaming, online remote participation and voting via the online meeting platform hosted on the TIIH Online System ("TIIH Online") at <https://tjih.com.my> ("**Meeting Platform**") to transact the following business:-

### AS ORDINARY BUSINESS

- To lay before the meeting the Audited Financial Statements for the financial year ended 30 June 2024 together with the Reports of the Directors and Auditors thereon.
- To re-elect the following Directors who retire pursuant to Article 85 of the Company's Constitution:-
  - Dato' Seri Yeoh Seok Hong
  - Dato' Sri Michael Yeoh Sock Siang
  - Dato' Yeoh Soo Keng
- To approve the payment of fees to the Non-Executive Directors amounting to RM720,000 for the financial year ended 30 June 2024.
- To approve the payment of meeting attendance allowance of RM1,000 per meeting for each Non-Executive Director for the period from January 2025 to December 2025.
- To re-appoint HLB Ler Lum Chew PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.

*Please refer to  
Explanatory  
Note A*

*Resolution 1  
Resolution 2  
Resolution 3*

*Resolution 4*

*Resolution 5*

*Resolution 6*

### AS SPECIAL BUSINESS

To consider and, if thought fit, pass the following resolutions:

#### ORDINARY RESOLUTIONS:-

#### 6. PROPOSED AUTHORITY TO ALLOT SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT, 2016

"THAT pursuant to Sections 75 and 76 of the Companies Act, 2016, the Directors be and are hereby empowered to allot and issue shares in the Company at any time until the conclusion of the next Annual General Meeting and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares to be issued does not exceed 10% of the total number of issued shares of the Company for the time being or such other percentage as prescribed by Bursa Malaysia Securities Berhad ("**Bursa Securities**") and that the Directors be and are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Securities."

#### 7. PROPOSED RENEWAL OF SHARE BUY-BACK AUTHORITY

"THAT subject to the Company's compliance with all applicable rules, regulations, orders and guidelines made pursuant to the Companies Act, 2016, the provisions of the Company's Constitution and Bursa Malaysia Securities Berhad ("**Bursa Securities**") Main Market Listing Requirements ("**Listing Requirements**") and the approvals of all relevant authorities, the Company be and is hereby authorised, to the fullest extent permitted by law, to buy back and/or hold from time to time and at any time such amount of ordinary shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interests of the Company ("**the Proposed Share Buy-Back**") provided that:-

- The maximum number of shares which may be purchased and/or held by the Company at any point of time pursuant to the Proposed Share Buy-Back shall not exceed 10% of the total number of issued shares of the Company for the time being quoted on Bursa Securities provided always that in the event that the Company ceases to hold all or any part of such shares as a result of, amongst others, cancellation of shares, sale of shares on the market of Bursa Securities or distribution of treasury shares to shareholders as dividend in respect of shares bought back under the previous shareholder mandate for share buy-back which was obtained at the Annual General Meeting held on 5 December 2023, the Company shall be entitled to further purchase and/or hold such additional number of shares as shall (in aggregate with the shares then still held by the Company) not exceed 10% of the total number of issued shares of the Company for the time being quoted on Bursa Securities;
- The maximum amount of funds to be allocated by the Company pursuant to the Proposed Share Buy-Back shall not exceed the retained profits of the Company at the time of purchase by the Company of its own shares; and
- The shares purchased by the Company pursuant to the Proposed Share Buy-Back may be dealt with by the Directors in all or any of the following manner:-
  - the shares so purchased may be cancelled; and/or
  - the shares so purchased may be retained in treasury for distribution as dividends to the shareholders and/or resold on the market of Bursa Securities and/or subsequently cancelled; and/or
  - part of the shares so purchased may be retained as treasury shares with the remainder being cancelled; and/or
  - transfer the shares, or any of the shares for the purposes of or under an employees' shares scheme; and/or
  - transfer the shares, or any of the shares as purchase consideration; and/or
  - deal with the shares in any other manner as may be permitted by the applicable laws and/or regulations in force from time to time;

AND THAT such authority shall commence upon the passing of this resolution, until the conclusion of the next Annual General Meeting of the Company or the expiry of the period within which the next Annual General Meeting is required by law to be held unless revoked or varied by Ordinary Resolution of the shareholders of the Company in general meeting, whichever occurs first, but so as not to prejudice the completion of a purchase made before such expiry date;

AND THAT the Directors of the Company be and are hereby authorised to take all steps as are necessary or expedient to implement or to give effect to the Proposed Share Buy-Back with full powers to amend and/or assent to any conditions, modifications, variations or amendments (if any) as may be imposed by the relevant governmental/regulatory authorities from time to time and with full power to do all such acts and things thereafter in accordance with the Companies Act, 2016, the provisions of the Company's Constitution and the Listing Requirements and all other relevant governmental/regulatory authorities."

#### 8. PROPOSED RENEWAL OF SHAREHOLDER MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE ("RRPT")

"THAT the Company and/or its subsidiaries be and is/are hereby authorised to enter into RRPT from time to time with the related parties as specified in section 2.3 of the Circular to Shareholders dated 30 October 2024 ("**Related Parties**") subject to the following:-

- the transactions are necessary for the day-to-day operations of the Company and/or its subsidiaries and are transacted on terms consistent or comparable with market or normal trade practices and/or based on normal commercial terms and on terms not more favourable to the Related Parties than those generally available to the public and are not to the detriment of the minority shareholders; and
- disclosure is made in the annual report of the aggregate value of transactions conducted during the financial year pursuant to the shareholder mandate in accordance with the Bursa Malaysia Securities Berhad Main Market Listing Requirements;

THAT the mandate given by the shareholders of the Company shall continue to be in force until the conclusion of the next Annual General Meeting of the Company or the expiry of the period within which the next Annual General Meeting is required to be held pursuant to Section 340(2) of the Companies Act 2016 (the "**Act**") (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Act); unless revoked or varied by resolution of the shareholders of the Company in general meeting, whichever is the earlier;

AND THAT the Directors of the Company be authorised to complete and do such acts and things as they may consider expedient or necessary to give full effect to the shareholder mandate."

*Resolution 9*

#### 9. PROPOSED ISSUE OF OPTIONS

"THAT the Board and/or the options committee be and is hereby authorised at any time and from time to time throughout the duration of the Company's Employees Share Option Scheme ("**ESOS**") approved by the shareholders of the Company at the Extraordinary General Meeting held on 18 March 2022 to cause the offering and granting to the following persons, options to subscribe for up to 10% of the new ordinary shares of the Company available under the ESOS, subject always to such terms and conditions and/or any adjustments which may be made in accordance with the by-laws governing and constituting the ESOS and the Bursa Malaysia Securities Berhad ("**Bursa Securities**") Main Market Listing Requirements or any prevailing guidelines issued by Bursa Securities or any other relevant authorities, as amended from time to time:-

- Professor Datuk Ts. Ir. Dr. Siti Hamisah Binti Tapsir, an Independent Non-Executive Director of the Company,
- Yap Seng Chong, an Independent Non-Executive Director of the Company,
- Fong Yee Mei, an Independent Non-Executive Director of the Company,

*Resolution 10*

*Resolution 11*

*Resolution 12*

PROVIDED ALWAYS THAT:

- the directors and senior management of the Company and/or its eligible subsidiaries do not participate in the deliberation or discussion of their own respective allocation and the allocation to any persons connected to them;
- not more than 70% of the new ordinary shares available under the ESOS shall be allocated, in aggregate, to directors and senior management of the Company and/or its eligible subsidiaries; and
- not more than 10% of the new ordinary shares available under the ESOS shall be allocated to any individual who, either singly or collectively through persons connected with such person, holds 20% or more in the issued share capital (excluding treasury shares, if any) of the Company;

AND THAT the Board be and is hereby authorised to allot and issue from time to time such number of new ordinary shares to the abovementioned persons upon exercise of options under the ESOS."

By Order of the Board,

HO SAY KENG  
Company Secretary

KUALA LUMPUR  
30 October 2024

*Notes:*

#### REMOTE PARTICIPATION AND VOTING

- The Annual General Meeting ("AGM") will be conducted on a fully virtual basis **without a physical meeting venue** through live streaming, online remote participation and voting via the Remote Participation and Voting ("RPV") facilities provided by the Company's share registrar and poll administrator for the AGM, Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") on its TIIH Online at <https://tjih.com.my>. Please follow the procedures set out in the Administrative Guide for the AGM which is available on the Company's website at <https://www.ytlcement.my/meetings> to register, participate, speak (in the form of real time submission of typed texts) and vote remotely via the RPV facilities.

#### MEETING PLATFORM

- The Meeting Platform, which is the deemed main venue of the AGM, is registered with MYNIC Berhad under Domain Registration Number: D1A282781. This fulfils Section 327(2) of the Companies Act, 2016 which requires the main venue of the meeting to be in Malaysia and the chairperson to be present at that main venue as clarified in the FAQs on Virtual General Meetings issued by the Companies Commission of Malaysia dated 8 June 2021.

#### PROXY

- A member (including an Authorised Nominee as defined under the Securities Industry (Central Depositories) Act, 1991 ("SICDA")) entitled to attend and vote at a general meeting of the Company may appoint not more than two (2) proxies to participate instead of the member at the AGM via the RPV facilities.
- Where a member is an Exempt Authorised Nominee as defined under the SICDA, which holds ordinary shares in the Company for multiple beneficial owners in one 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.
- A proxy may but need not be a member of the Company. Where a member appoints more than one (1) proxy, the appointment shall be invalid unless he specifies the proportion of his shareholdings to be represented by each proxy.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or, if the appointor is a corporation, either under its seal or under the hand of an officer or attorney duly authorised in writing.
- The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Tricor not less than 48 hours before the time appointed for holding the AGM i.e. no later than **3 December 2024 at 3.30 p.m.**:
  - In hardcopy form.

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at the office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia,

or alternatively,

at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

- Electronically via TIIH Online

The Form of Proxy can be electronically lodged with Tricor via TIIH Online at <https://tjih.com.my>. Please follow the procedures set out in the Administrative Guide for the AGM.

- For the purpose of determining a member who shall be entitled to attend the AGM via the RPV facilities, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd, in accordance with Article 59 of the Company's Constitution and Section 34(1) of the SICDA to issue a General Meeting Record of Depositors as at 28 November 2024. Only a depositor whose name appears on the General Meeting Record of Depositors as at 28 November 2024 shall be entitled to attend the said meeting or appoint proxy(ies) to attend and/or vote in his stead.

#### APPOINTMENT OF REPRESENTATIVES BY CORPORATE MEMBERS

- For a corporate member who has appointed an authorised representative to participate and vote remotely via the RPV facilities, please deposit the original certificate of appointment of corporate representative with Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia,

or alternatively,

at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

before the time appointed for holding the AGM or adjourned meeting.

#### Explanatory Notes to Ordinary Business -

##### Note A

This Agenda item is meant for discussion only as under the provisions of Section 340(1)(a) of the Companies Act, 2016, the audited financial statements do not require formal approval of shareholders and hence, the matter will not be put forward for voting.

##### Payment of Directors' Benefits

In accordance with the requirements of Section 230(1) of the Companies Act, 2016, approval of the members is sought for the payment of meeting attendance allowance (a benefit) to the Non-Executive Directors of the Company. If Resolution 5 is passed, the meeting attendance allowance will be payable for such period at the quantum specified.

##### Explanatory Notes to Special Business -

##### Resolution pursuant to Sections 75 and 76 of the Companies Act, 2016

Resolution 7 is a renewal of the general authority given to the Directors of the Company to allot and issue shares as approved by the shareholders at the Seventy-Third AGM held on 5 December 2023 ("Previous Mandate").

As at the date of this Notice, the Company has not issued any new shares pursuant to the Previous Mandate which will lapse at the conclusion of this AGM.

Resolution 7, if passed, will give the Directors authority to allot and issue ordinary shares at any time up to a maximum of 10% of the total number of issued shares of the Company for the time being or such other percentage as prescribed by Bursa Malaysia Securities Berhad, without convening a general meeting which will be both time and cost consuming. The mandate will provide flexibility to the Company for any possible fund raising activities, including but not limited to placement of shares, for purpose of funding future investment project(s), working capital and/or acquisitions.

##### Resolution pertaining to the Renewal of Authority to Buy-Back Shares of the Company

For Resolution 8, further information on the Share Buy-Back is set out in Part A of the Statement to Shareholders dated 30 October 2024 which is available on the Company's website at <https://www.ytlcement.my/meetings>.

##### Resolution pertaining to the Recurrent Related Party Transactions of a Revenue or Trading Nature ("RRPT")

For Resolution 9, further information on the RRPT is set out in Part B of the Circular to Shareholders dated 30 October 2024 which is available on the Company's website at <https://www.ytlcement.my/meetings>.

##### Resolutions on the Proposed Issue of Options ("Proposed Issue of Options")

The ESOS which was approved by the shareholders at the Extraordinary General Meeting held on 18 March 2022, was implemented on 30 March 2022. Under the terms of the by-laws governing and constituting the ESOS, Professor Datuk Ts. Ir. Dr. Siti Hamisah Binti Tapsir, Yap Seng Chong and Fong Yee Mei, who were appointed as an independent non-executive director of the Company on 30 May 2023 are eligible to participate in the ESOS. As Professor Datuk Ts. Ir. Dr. Siti Hamisah Binti Tapsir, Yap Seng Chong and Fong Yee Mei are deemed interested in the Proposed Issue of Options in respect of their own entitlement, they have abstained and will continue to abstain from deliberations and voting in respect of their own entitlement under the ESOS at the relevant Board of Directors' meetings. They will abstain from voting in respect of their direct and indirect shareholdings in the Company, if any, on the relevant resolution and have undertaken to ensure that persons connected with them will abstain from voting on the relevant resolution.

# Form of Proxy

**Malayan Cement  
Berhad**



CDS Account No. \_\_\_\_\_

(only for nominee companies)

Number of shares held \_\_\_\_\_

[Company No. 195001000048 (1877-T)]  
(Incorporated in Malaysia)

I/We (full name in block letters) \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

NRIC (new & old)/Passport/Company No. \_\_\_\_\_

of (full address) \_\_\_\_\_

being a member of **Malayan Cement Berhad** hereby appoint

Full name of proxy in block letters	NRIC (new & old)/Passport No. of proxy	Proportion of shareholdings to be represented	
		No. of shares	%

\* and/or (delete as appropriate)

Full name of proxy in block letters	NRIC (new & old)/Passport No. of proxy	Proportion of shareholdings to be represented	
		No. of shares	%

or failing him/her, the Chairman of the Meeting as my/our proxy(ies) to vote for me/us on my/our behalf at the Seventy-Fourth Annual General Meeting (“**AGM**”) of the Company which will be conducted as a **fully virtual** meeting through live streaming, online remote participation and voting via the online meeting platform hosted on the TIIH Online System (“**TIIH Online**”) at <https://tiih.com.my> (“**Meeting Platform**”) on **Thursday, 5 December 2024 at 3.30 p.m.** or at any adjournment thereof.

My/Our proxy is to vote as indicated below:

No.	Resolution	For	Against
1.	Re-election of Dato’ Seri Yeoh Seok Hong		
2.	Re-election of Dato’ Sri Michael Yeoh Sock Siong		
3.	Re-election of Dato’ Yeoh Soo Keng		
4.	Approval of the payment of fees to the Non-Executive Directors		
5.	Approval of the payment of meeting attendance allowance to the Non-Executive Directors		
6.	Re-appointment of HLB Ler Lum Chew PLT as Auditors of the Company		
7.	Proposed authorisation for Directors to allot and issue shares		
8.	Proposed renewal of share buy-back authority		
9.	Proposed renewal of shareholder mandate for recurrent related party transactions of a revenue or trading nature		
10.	Proposed issue of options to Professor Datuk Ts. Ir. Dr. Siti Hamisah Binti Tapsir		
11.	Proposed issue of options to Yap Seng Chong		
12.	Proposed issue of options to Fong Yee Mei		

Please indicate with an “X” in the space provided whether you wish your votes to be cast “for” or “against” the resolution. In the absence of specific direction, your proxy will vote or abstain as he/she thinks fit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Signature(s)/Common Seal of Member

## **IMPORTANT NOTICE**

The Meeting Platform, which is the deemed main venue of the AGM, is registered with MYNIC Berhad under Domain Registration Number: D1A282781. This fulfils Section 327(2) of the Companies Act, 2016 which requires the main venue of the meeting to be in Malaysia and the chairperson to be present at that main venue as clarified in the FAQs on Virtual General Meetings issued by the Companies Commission of Malaysia dated 8 June 2021. Members are to participate, speak (in the form of real time submission of typed texts) and vote remotely via the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) on its TIIH Online at the Meeting Platform.

**Notes:-**

1. A member (including an Authorised Nominee as defined under the Securities Industry (Central Depositories) Act, 1991 ("SICDA")) entitled to attend and vote at a general meeting of the Company may appoint not more than two (2) proxies to participate instead of the member at the AGM via the RPV facilities.
2. Where a member is an Exempt Authorised Nominee as defined under the SICDA, which holds ordinary shares in the Company for multiple beneficial owners in one 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.
3. A proxy may but need not be a member of the Company. Where a member appoints more than one (1) proxy, the appointment shall be invalid unless he specifies the proportion of his shareholdings to be represented by each proxy.
4. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or, if the appointor is a corporation, either under its seal or under the hand of an officer or attorney duly authorised in writing.
5. The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Tricor not less than 48 hours before the time appointed for holding the AGM i.e. no later than **3 December 2024 at 3.30 p.m.:**

(i) In hardcopy form

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at the office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or alternatively, at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) Electronically via TIIH Online

The Form of Proxy can be electronically lodged with Tricor via TIIH Online at <https://tiih.com.my>. Please follow the procedures set out in the Administrative Guide for the AGM.

6. Only members whose names appear on the General Meeting Record of Depositors as at 28 November 2024 shall be entitled to attend the AGM via the RPV facilities or appoint proxy(ies) to attend and/or vote in his stead.
7. For a corporate member who has appointed an authorised representative to participate and vote remotely via the RPV facilities, please deposit the original certificate of appointment of corporate representative with Tricor at either of the addresses stated in Note 5(i) above, before the time appointed for holding the AGM or adjourned meeting.

First fold here

AFFIX  
STAMP

**Tricor Investor & Issuing House Services Sdn Bhd**  
Share Registrar for the 74th Annual General Meeting of  
Malayan Cement Berhad  
Unit 32-01, Level 32, Tower A, Vertical Business Suite  
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi  
59200 Kuala Lumpur

Then fold here

Fold this flap for sealing



## MALAYAN CEMENT BERHAD

[Company No. 195001000048 (1877-T)]

(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE SEVENTY-FOURTH ANNUAL GENERAL MEETING (“AGM”)

Day & Date of AGM	:	Thursday, 5 December 2024
Time of AGM	:	3.30 p.m.
Meeting Platform	:	<a href="https://tjih.com.my">https://tjih.com.my</a>
Mode of Communication (Submission of Questions)	:	Prior to the day of AGM: ❖ Via <a href="https://tjih.com.my">https://tjih.com.my</a> by selecting “e-Services”  On the day of the AGM: ❖ Typed text in the Meeting Platform
AGM Documents	:	The following documents can be viewed and downloaded from the Company’s website at <a href="https://www.ytlcement.my/meetings">https://www.ytlcement.my/meetings</a> -  (a) Annual Report 2024 (b) Sustainability Report 2024 (c) Notice of AGM (d) Form of Proxy (e) Administrative Guide for the AGM (f) Statement/Circular to Shareholders dated 30 October 2024

#### I. MODE OF MEETING

The AGM will be conducted on a fully virtual basis **without a physical meeting venue** through live streaming, online remote participation and voting via the Remote Participation and Voting (“RPV”) facilities provided by the Company’s share registrar and poll administrator for the AGM, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) on its TIHH Online System (“TIHH Online”) at <https://tjih.com.my>.

The Meeting Platform, which is the deemed main venue of the AGM, is registered with MYNIC Berhad under Domain Registration Number: D1A282781. This fulfils Section 327(2) of the Companies Act, 2016 which requires the main venue of the meeting to be in Malaysia and the chairperson to be present at the main venue as clarified in the FAQs on Virtual General Meetings issued by the Companies Commission of Malaysia dated 8 June 2021.

#### II. ENTITLEMENT TO PARTICIPATE

Only members whose names appear on the General Meeting Record of Depositors as at 28 November 2024 shall be entitled to participate, speak and vote at the AGM.

To participate in the AGM, please refer to the following **procedures for using the RPV facilities**:

	Procedure for the RPV facilities	Action
<b>Before the day of the AGM</b>		
1.	Register as a user with TIHH Online	<ul style="list-style-type: none"><li>Using your smart device or computer, access the website <a href="https://tjih.com.my">https://tjih.com.my</a>. Register as a user under “e-Services” by selecting “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li></ul>

	Procedure for the RPV facilities	Action
<b>Before the day of the AGM (cont'd)</b>		
1.	Register as a user with TIIH Online ( <i>cont'd</i> )  <i>Note:</i> <i>If you are already a registered user with TIIH Online, you are not required to register again.</i>	<ul style="list-style-type: none"> <li>Registration as a user will be approved within 1 working day and you will be notified via email.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the RPV facilities for the AGM is available for registration at TIIH Online.</li> </ul>
2.	Submit your request  <i>(IMPORTANT:</i> <i>Whether -</i> <i>➢ you are registering as a new user with TIIH Online, or</i> <i>➢ you are already a registered user with TIIH Online and you are registering for use of the RPV facilities for this AGM,</i> <i>please ensure that you register early to allow sufficient time for approval/verification so that you can login to the Meeting Platform and/or use the RPV facilities.)</i>	<ul style="list-style-type: none"> <li>Registration is open from <b>Wednesday, 30 October 2024 until the day of the AGM on Thursday, 5 December 2024</b>. Members/proxies/representatives are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV facilities.</li> <li>Login with your user ID (<i>email address</i>) and password and select the corporate event: <b>“(REGISTRATION) MALAYAN CEMENT BERHAD 74TH AGM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an email to notify that your registration for the RPV facilities is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 28 November 2024, the system will send to you an email confirming approval of your registration for the RPV facilities. The procedures for using the RPV facilities are also set out in the email. In the event your registration is not approved, you will also be notified via email.</li> <li><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV facilities in order that you can login to TIIH Online and participate in the AGM remotely.)</i></li> </ul>
<b>On the day of the AGM (i.e. 5 December 2024)</b>		
3.	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID (<i>email address</i>) and password for the RPV facilities at the AGM at any time from <b>2.30 p.m. (i.e. 1 hour before the commencement of the AGM on Thursday, 5 December 2024 at 3.30 p.m.)</b>.</li> </ul>
4.	Participate through live streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) MALAYAN CEMENT BERHAD 74TH AGM”</b> to engage in the proceedings of the AGM remotely.</li> <li>If you have any questions for the Chairman/Board of Directors, you may use the query box to transmit your questions. The Chairman/Board of Directors will endeavour to respond to questions submitted by remote participants during the AGM.</li> </ul>
5.	Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 3.30 p.m. on Thursday, 5 December 2024</b> until a time when the Chairman announces the completion of the voting session of the AGM.</li> </ul>

	Procedure for the RPV facilities	Action
<b>On the day of the AGM (i.e. 5 December 2024) (cont'd)</b>		
5.	Online remote voting (cont'd)	<ul style="list-style-type: none"> <li>Select the corporate event: “(REMOTE VOTING) MALAYAN CEMENT BERHAD 74TH AGM” or if you are on the live streaming meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your vote(s) for the resolution tabled for voting.</li> <li>Confirm and submit your vote(s).</li> </ul>
6.	End of remote participation	<ul style="list-style-type: none"> <li>The live streaming will end upon announcement by the Chairman on the closure of the AGM.</li> </ul>

**Notes to users of the RPV facilities:**

- (i) Should your application to join the AGM be approved, the system will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the AGM will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live streamed meeting or online voting is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor helpline at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**III. APPOINTMENT OF PROXY**

The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Tricor not less than 48 hours before the time appointed for holding the AGM i.e. no later than **Tuesday, 3 December 2024 at 3.30 p.m.:**

(a) In hardcopy form

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at either of the following offices of Tricor:

Office		Customer Service Centre
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	Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia

**OR**

(b) Electronically via TIIH Online

The procedures are summarised below:

	Procedure	Action
	<b>i. <u>Steps for individual shareholders</u></b>	
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your smart device or computer, access the website at <a href="https://tiih.com.my">https://tiih.com.my</a> and register as a user under “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
2.	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>Login with your user ID (<i>email address</i>) and password.</li> <li>Select the corporate event: “<b>MALAYAN CEMENT BERHAD 74TH AGM SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the Terms &amp; 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>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy appointment(s).</li> <li>Print proxy form for your record.</li> </ul>
	<b>ii. <u>Steps for corporation or institutional shareholders</u></b>	
1.	Register as a user with TIIH Online  <i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i>	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.com.my">https://tiih.com.my</a>.</li> <li>Under e-Services, the authorised representative of the corporation or institutional shareholder 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 via email within 1 to 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>
2.	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.com.my">https://tiih.com.my</a>.</li> <li>Select the corporate event: “<b>MALAYAN CEMENT BERHAD 74TH AGM SUBMISSION OF PROXY FORM</b>”.</li> </ul>

	Procedure	Action
	<b>ii. <u>Steps for corporation or institutional shareholders</u> (cont'd)</b>	
2.	Proceed with submission of Form of Proxy (cont'd)	<ul style="list-style-type: none"> <li>• Read and agree to the Terms &amp; 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>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

#### IV. APPOINTMENT OF REPRESENTATIVES BY CORPORATE MEMBERS

For a corporate member who has appointed an authorised representative to participate and vote remotely via the RPV facilities, please deposit the **original certificate of appointment of corporate representative** with Tricor 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 ALTERNATIVELY,

at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia,

before the time appointed for holding the AGM or adjourned meeting.

The corporate representative appointed must register himself/herself for the RPV facilities at <https://tjih.com.my> within the time stipulated in sub-item (2) of paragraph II (pertaining to procedure for the RPV facilities) in order to participate and vote at the AGM via the RPV facilities.

#### V. POLL VOTING

In accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements, the resolutions set out in the Notice of AGM will be put to vote by poll.

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the AGM at **3.30 p.m.** on **5 December 2024** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to sub-item (5) of paragraph II above on the procedures for the RPV facilities for guidance on how to vote remotely from TIH Online at <https://tjih.com.my>.

Upon completion of the voting session for the AGM, the scrutineers will verify the poll results, followed by the announcement whether the resolutions are duly passed.



## **VI. NO DOOR GIFTS/MEAL VOUCHERS**

There will be **NO distribution** of door gifts or food vouchers for the AGM as the meeting will be conducted on a fully virtual basis.

The Board of Directors would like to thank all shareholders for their kind understanding.

## **VII. RECORDING OR PHOTOGRAPHY**

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

## **VIII. ENQUIRIES**

If you have any enquiries on the above, please contact Tricor 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**

Tel. : (603) - 2783 9299  
Fax : (603) - 2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)