



## NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the Sixty-Fifth (65<sup>th</sup>) Annual General Meeting ("AGM") of Tanco Holdings Berhad ("THB" or the "Company") will be conducted on a fully virtual basis through live streaming and online remote voting using Remote Participation and Voting ("RPV") facilities provided by Vote2U via online meeting platform at <https://web.vote2u.my> (Domain Registration No. with MYNIC D6A471702) on Friday, 20 December 2024 at 10.30 a.m. for the following purposes:-

### AGENDA

#### AS ORDINARY BUSINESS

- To receive the audited financial statements for the financial year ended 30 June 2024 together with the Reports of the Directors and the Auditors thereon. (Resolution 1)  
(Please refer to Explanatory Note 1)
- To re-elect the following Directors who are retiring in accordance with Clause 114 of the Company's Constitution and being eligible, have offered themselves for re-election:-
  - Dato' Sri Andrew Tan Jun Suan (Resolution 1)
  - Mr. Koay Ghee Teong (Resolution 2)
  - Dato' Martini binti Osman (Resolution 3)(Please refer to Explanatory Note 2)
- To approve the payment of Directors' fees of up to RM221,000.00 for the period from 21 December 2024 until the next AGM of the Company to be held in 2025 for the Non-Executive Directors of the Company. (Resolution 4)  
(Please refer to Explanatory Note 3)
- To approve the payment of benefits payable (excluding Directors' fees) up to an amount of RM109,000.00 for the period from 21 December 2024 until the next AGM of the Company to be held in 2025 for the Non-Executive Directors of the Company. (Resolution 5)  
(Please refer to Explanatory Note 3)
- To appoint Messrs. KPMG PLT as Auditors of the Company in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT for the financial year ending 30 June 2025 and to hold office until the conclusion of the next AGM of the Company, and to authorise the Directors to fix their remuneration. (Resolution 6)  
(Please refer to Explanatory Note 4)

#### AS SPECIAL BUSINESS

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

##### 6. Ordinary Resolution

###### - Approval for issuance of new ordinary shares pursuant to Section 75 and Section 76 of the Companies Act 2016

"THAT subject always to the Companies Act 2016 ("the Act"), the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the Constitution of the Company and approvals of the relevant governmental and/or regulatory authorities, the Directors be and are hereby empowered and authorised, pursuant to Section 75 and Section 76 of the Act to issue and allot new ordinary shares in the Company from time to time at such price and upon such terms and conditions and for such purposes and to such person/persons or party/parties whomsoever as the Directors may, in their absolute discretion deem fit and expedient in the interest of the Company, provided that the aggregate number of shares to be issued pursuant to this resolution does not exceed ten percent (10%) of the total number of issued shares of the Company at the time of issue AND THAT the Directors be and are hereby also empowered to obtain approval from Bursa Malaysia Securities Berhad for the listing of and quotation for the additional shares to be issued AND THAT such authority shall commence immediately upon the passing of this Resolution and continue to be in force until the conclusion of the next Annual General Meeting of the Company;

AND THAT pursuant to Section 85 of the Act to be read together with Clause 13(1) of the Constitution of the Company, approval be and is hereby given to waive the statutory pre-emptive rights of the shareholders of the Company to be offered new shares of the Company ranking equally to the existing issued shares arising from any issuance of new shares in the Company pursuant to Section 75 and Section 76 of the Act." (Resolution 7)  
(Please refer to Explanatory Note 5)

##### 7. Ordinary Resolution

###### - Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("Proposed Renewal of Shareholders' Mandate")

"THAT, subject to the provisions of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, approval be and is hereby given for the Company and/or its subsidiaries ("Tanco Group") to enter into recurrent related party transactions of a revenue or trading nature as set out in Section 2.3.3 of the Circular to Shareholders dated 21 November 2024 ("Circular") with the related parties listed in Section 2.3.2 of the Circular which transactions are necessary for the day-to-day operations, in the ordinary course of business of Tanco Group and are carried out at arm's length basis on normal commercial terms of Tanco Group on terms not more favourable to the related parties than those generally available to the public and are not, in the Company's opinion, detrimental to the minority shareholders of the Company;

THAT such authority shall commence immediately upon the passing of this resolution and shall continue to be in force until:

- the conclusion of the next Annual General Meeting ("AGM") of the Company, at which time the said authority shall lapse, unless renewed by a resolution passed at that meeting; or
- the expiration of the period within which the next AGM of the Company 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); or
- revoked or varied by resolution passed by the shareholders of the Company in a general meeting; whichever is the earlier;

AND THAT, the Directors and/or any of them be and are hereby authorised to do all acts, deeds, things and execute all necessary documents as may consider necessary and expedient in the best interest of the Company with full power to assent to any conditions, variations, modifications and/or amendments in any manner as may be required or permitted under relevant authorities to deal with all matters in relation thereto and to take such steps and do all acts and things in any manner as they may deem necessary and expedient to implement, finalise and give full effect to the transactions contemplated and/or authorised by this resolution." (Resolution 8)  
(Please refer to Explanatory Note 6)

##### 8. Ordinary Resolution

###### - Proposed Authority for the Company to Purchase its own Ordinary Shares ("Proposed Share Buy-Back Authority")

"THAT subject always to the provision of Companies Act 2016 ("the Act"), the Constitution, the Main Market Listing Requirements ("MMLR") of Bursa Malaysia Securities Berhad ("Bursa Securities") and/or any other applicable laws, rules and regulations and guidelines for the time being in force and the approvals of all relevant governmental and/or regulatory authority, approval be and is hereby given to the Company, to purchase such number of ordinary shares in the Company ("Company Shares") as may be determined by the Directors of the Company from time to time through Bursa Securities as the Directors may deem fit, necessary and expedient in the interest of the Company, provided that:

- the maximum aggregate number of Company Shares which may be purchased and/or held by the Company as treasury shares shall not exceed 10% of the total number of issued shares of the Company at any point in time of the said purchase(s); and
- the maximum funds to be allocated by the Company for the purpose of purchasing Company Shares shall not exceed the total retained profits of the Company based on the latest audited financial statements and/or the latest unaudited financial statements of the Company (where applicable) available at the time of the purchase(s).

THAT the authority conferred by this resolution will commence immediately upon passing of this resolution and shall continue to be in force until:

- the conclusion of the next Annual General Meeting ("AGM") at which time the said authority shall lapse, unless by an ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions; or
- the expiration of the period within which the next AGM after that date is required by law to be held; or
- the authority is revoked or varied by an ordinary resolution passed by the shareholders in a general meeting, whichever occurs first.

THAT upon completion of the purchase of Company Shares by the Company, the Directors of the Company be and are hereby authorised to deal with the Company Shares purchased in their absolute discretion in the following manner:

- cancel the Company Shares so purchased; or
- retain all or part of the Company Shares so purchased as treasury shares for distribution as shares dividends to shareholders and/or resale on the market of Bursa Securities in accordance with the relevant rules of Bursa Securities and/or transferred for the purposes of an employees' share scheme and/or transferred as purchase consideration and/or cancelled subsequently; or
- retain part of the Company Shares so purchased as treasury shares and cancel the remainder of the Company Shares; or
- deal with the Company Shares so purchased in any other manner as may be permitted by the applicable laws and/or regulations in force from time to time,

and such authority to deal with the Company Shares so purchased shall continue to be valid until all such Company Shares have been dealt with by the Directors of the Company.

AND THAT the Directors of the Company be and are hereby authorised to take all such steps as are necessary and enter into any instrument, agreements or arrangements with any party or parties to implement, finalise and give full effect to the aforementioned purchase of Company Shares by the Company with full powers to assent to any conditions, modifications, revaluations, variations and/or amendments (if any) as may be imposed by the relevant authorities from time to time or as the Directors may in their discretion, deem necessary and to do all such acts and things as the Directors may deem fit and expedient in the best interest of the Company." (Resolution 9)  
(Please refer to Explanatory Note 7)

- To transact any other business for which due notice shall have been given in accordance with the Company's Constitution and the Act.

By Order of the Board

Choi Siew Fun  
SSM PC No. 201908001479  
MAICSA 0877848  
Company Secretary

Puchong, Selangor Darul Ehsan  
21 November 2024

#### NOTES:-

##### A. Proxy and Entitlement of Attendance

- The 65<sup>th</sup> AGM of the Company will be conducted on a fully virtual basis through live streaming and online remote voting using RPV facilities provided by Agmo Digital Solutions Sdn Bhd ("Agmo") via its Vote2U online meeting platform at <https://web.vote2u.my>.
- The main venue of the 65<sup>th</sup> AGM for the purpose of complying with Section 327(2) of the Act, which requires the Chairman of the meeting to be at the main venue, is the online meeting platform provided by Agmo via its Vote2U online meeting platform at <https://web.vote2u.my> in Malaysia. Shareholders/proxies are strongly advised to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 65<sup>th</sup> AGM through live streaming and online remote voting using the RPV facilities. Please refer to the Administrative Guide for the procedures to register, participate and vote remotely via the RPV facilities.
- Only members whose names appear on the Record of Depositors as at 13 December 2024 shall be eligible to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the AGM via RPV facilities or to appoint proxy(ies) in his/her stead or in the case of a corporation, a duly authorised representative to participate, speak and/or vote in its stead.
- A member entitled to participate, speak and vote at the AGM is entitled to appoint a proxy or proxies to participate, speak and vote in his/her stead. A proxy may, but need not, be a member of the Company. There shall be no restriction as to the qualification of the proxy. A proxy appointed to participate, speak and vote at the AGM shall have the same rights as the member to speak at the AGM.

- A member may appoint up to two (2) proxies to participate, speak and vote at the same AGM. Where a member appoints two (2) proxies, the appointment shall be invalid unless he/she specifies the proportions of his/her holdings to be represented by each proxy.
- Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 ("SICDA"), it 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. In such instance, the member shall specify the securities account number for each appointment.
- Where a member of the Company is an exempt authorised nominee as defined under 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 to the omnibus account.
- The instrument appointing a proxy or proxies shall be signed by the appointor or by his/her attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised.
- For a proxy to be valid, the Form of Proxy duly completed and signed must be deposited at the Company's Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor Darul Ehsan or via electronic means through Vote2U online meeting platform at <https://web.vote2u.my> (please refer to the Administrative Guide for further information on electronic submission) not less than 48 hours before the time set for holding the AGM or any adjournment thereof.

##### B. Poll Voting

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements ("Listing Requirements") of Bursa Malaysia Securities Berhad ("Bursa Securities"), all the Resolutions set out in this Notice will be put to vote by poll.

##### C. Abstention from Voting

The respective Independent Non-Executive Director who is a shareholder of the Company will abstain from voting on Ordinary Resolutions 4 and 5 concerning his/her Director's fees and Director's benefits (excluding Director's fees) at the 65<sup>th</sup> AGM. Any Director referred to in Ordinary Resolutions 1 to 3 who is a shareholder of the Company will abstain from voting on the resolution in respect of his/her re-election as a Director at the 65<sup>th</sup> AGM.

#### EXPLANATORY NOTES:-

##### 1. Agenda 1 - Audited Financial Statements

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

##### 2. Ordinary Resolutions 1, 2 and 3 - Re-election of Directors

Clause 114 of the Company's Constitution provides that one-third (1/3rd) of the Directors of the Company for the time being shall retire from office at each AGM of the Company and that all Directors shall retire from office once at least in each (3) years but shall be eligible for re-election. Dato' Sri Andrew Tan Jun Suan, Mr. Koay Ghee Teong and Dato' Martini binti Osman are standing for re-election as Directors and being eligible, have offered themselves for re-election.

In determining the eligibility of the Directors to stand for re-election at the forthcoming 65<sup>th</sup> AGM of the Company, the Nomination Committee, guided by the requirements of Paragraph 2.20A of the Listing Requirements of Bursa Securities and Practice 6.1 of the Malaysian Code on Corporate Governance, has recommended Dato' Sri Andrew Tan Jun Suan, Mr. Koay Ghee Teong and Dato' Martini binti Osman for re-election as Directors of the Company pursuant to Clause 114 of the Company's Constitution (collectively referred to as "Retiring Directors"). The Nomination Committee has conducted a separate assessment which includes the following and was satisfied with the Retiring Directors' performance and contributions to the Board and they have discharged their responsibilities effectively. They also possess relevant qualification, knowledge and experience which complement the Board's competencies:-

- Fit and proper assessment;
- Contribution and performance;
- Calibre and personality; and
- Independence Self-Assessment of the Independent Non-Executive Director, where relevant.

Therefore, the Board recommended that the same be tabled to the shareholders of the Company for approval at the forthcoming 65<sup>th</sup> AGM of the Company under Resolutions 1, 2 and 3, respectively. The evaluation criteria adopted as well as the process of assessment by the Nomination Committee have been duly elaborated in the Nomination Committee Statement of the Annual Report 2024. The Retiring Directors were able to meet the Board's expectations in terms of experience, expertise, integrity, competency, participation, and contribution. Each Retiring Director demonstrates a commitment to the role and has sufficient time to meet his/her commitment to the Company. The Retiring Directors had consented to their re-election and abstained from deliberations and voting in relation to their individual re-election at the Nomination Committee meeting and Board meeting respectively.

The profiles of the Retiring Directors are set out in the Directors' Profile section of the Annual Report 2024.

##### 3. Ordinary Resolutions 4 and 5 - Payment of Directors' fees and benefits payable (excluding Directors' fees) to Non-Executive Directors

In accordance with Section 230(1) of the Act, the fees of the Directors and any benefits payable to the Directors of a listed company and its subsidiaries shall be approved at a general meeting. Pursuant thereto, shareholders' approval shall be sought at this 65<sup>th</sup> AGM for the payment of Directors' fees and benefits payable to the Non-Executive Directors of the Company under Resolutions 4 and 5.

###### (i) Ordinary Resolution 4 - Payment of Directors' fees to Non-Executive Directors of the Company

The quantum of the Directors' fees for each of the Non-Executive Director is the same as the previous financial year ended 30 June 2023, there is no revision to the proposed fees. The proposed fees to be paid to the Non-Executive Directors is based on the following fees structure:-

	RM (per annum)
Chairman of the Board	60,000.00
Member of the Board	36,000.00

###### (ii) Ordinary Resolution 5 - Payment of benefits payable (excluding Directors' fees) to Non-Executive Directors of the Company

The Company is seeking for shareholders' approval for payment of Directors' benefits (excluding Directors' fees) to the Non-Executive Directors of the Company which comprises of meeting attendance allowances of RM500.00 per meeting for attending the Board and Board Committees meetings and other benefits up to an amount of RM109,000.00 for the period from 21 December 2024 until the next AGM of the Company to be held in 2025 as follows:-

	RM
Directors' meeting attendance allowances	63,500.00
Directors' other benefits	45,500.00
<b>Total</b>	<b>109,000.00</b>

In determining the estimated Directors' benefits payable (excluding Directors' fees) to the Non-Executive Directors of the Company, the Board considered various factors including the number of scheduled meetings for the Board, Board Committees and general meetings of the Company, assuming full attendance by all of the Non-Executive Directors. The anticipated amount of Directors' benefits payable (excluding Directors' fees) also caters for unforeseen circumstances i.e. the appointment of additional Directors, additional unscheduled Board meetings and/or the formation of additional Board Committees.

The Board is of the view that it is just and equitable for the Non-Executive Directors to be paid the Directors' benefits (excluding Directors' fees), particularly after they have discharged their responsibilities and rendered their services to the Company.

In the event, where the payment of Directors' fees and benefits payable (excluding Directors' fees) during the above period exceeded the estimated amount sought at this 65<sup>th</sup> AGM, a shareholders' approval will be sought at the next AGM.

##### 4. Ordinary Resolution 6 - Appointment of Messrs. KPMG PLT as Auditors of the Company in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT

Messrs. Baker Tilly Monteiro Heng PLT have been the Company's Auditors since the financial year ended 31 December 1994 and were re-appointed as Auditors of the Company at the last AGM of the Company held on 20 December 2023 to hold office until the conclusion of the next AGM of the Company.

Messrs. Baker Tilly Monteiro Heng PLT had recently notified the Company that they do not wish to seek re-appointment as Auditors of the Company and will retire as Auditors of the Company at the conclusion of the forthcoming 65<sup>th</sup> AGM of the Company. On 11 November 2024, the Company received a Notice of Nomination from a substantial shareholder of the Company for the proposed appointment of Messrs. KPMG PLT as Auditors of the Company for the financial year ending 30 June 2025 in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT, and to hold office until the conclusion of the next AGM at a remuneration to be determined by the Directors. A copy of the said Notice of Nomination is set out and marked "Annexure A".

Subsequent thereto, the Company had on 15 November 2024 received the written consent from Messrs. KPMG PLT to act as Auditors of the Company for the financial year ending 30 June 2025, subject to shareholders' approval at the forthcoming 65<sup>th</sup> AGM. The Audit and Risk Management Committee ("ARMC") of the Company had undertaken assessment of the suitability and independence of auditors, and had recommended to the Board the proposed nomination for the appointment of Messrs. KPMG PLT as Auditors of the Company for the financial year ending 30 June 2025 at a remuneration to be determined by the Directors.

The Board had reviewed the recommendation of the ARMC and resolved to obtain Shareholders' approval on the proposed appointment of Messrs. KPMG PLT as Auditors of the Company in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT for the financial year ending 30 June 2025 and to hold office until the conclusion of the next AGM of the Company, and to authorise the Directors to fix their remuneration.

##### 5. Ordinary Resolution 7 - Approval for issuance of new ordinary shares pursuant to Section 75 and Section 76 of the Act

The proposed Ordinary Resolution 7, if passed, will renew the authority given to the Directors of the Company, from the date of the forthcoming 65<sup>th</sup> AGM, to issue and allot new ordinary shares in the Company up to and not exceeding in total ten percent (10%) of the total number of issued shares of the Company for the time being, for such purposes as they consider would be in the interest of the Company ("General Mandate"). This renewed General Mandate, unless revoked or varied by the Company at a general meeting, will expire at the next AGM of the Company.

As at the date of this notice, the Company has not issued any new shares under the General Mandate, which was approved at the 64<sup>th</sup> AGM held on 20 December 2023, and which will lapse at the conclusion of the 65<sup>th</sup> AGM. A renewal of this General Mandate is being sought at the 65<sup>th</sup> AGM under the proposed Ordinary Resolution 7.

The renewed General Mandate will provide flexibility to the Company for any possible fund raising activities, including but not limited to further placing of shares, for purpose of funding current and/or future investment project(s), working capital and/or acquisition(s) and thereby reducing administrative time and costs associated with the convening of additional shareholders meeting(s).

##### 6. Ordinary Resolution 8 - Proposed Renewal of Shareholders' Mandate

The proposed Ordinary Resolution 8, if passed, will give the mandate for Tanco Group to enter into recurrent related party transactions of a revenue or trading nature with the related parties, which are necessary for its day-to-day operations and undertaken at arm's length, subject to the transactions being carried out in the ordinary course of business and on terms not more favourable to the related parties than those generally available to the public and are not detrimental to the minority shareholders of the Company. This renewed mandate, unless revoked or varied by the Company at a general meeting, will expire at the next AGM of the Company.

Please refer to Part A of the Circular to Shareholders dated 21 November 2024 for further information.

##### 7. Ordinary Resolution 9 - Proposed Share Buy-Back Authority

The proposed Ordinary Resolution 9, if passed, will empower the Directors to exercise the power of the Company to purchase the Company Shares of not more than 10% of the total number of issued shares of the Company at any time within the time stipulated by utilising the funds allocated which shall not exceed the total retained profits of the Company.

This authority, unless revoked or varied by the Company at a general meeting, shall continue to be in full force until the conclusion of the next AGM.

Please refer to the Share Buy-Back Statement set out in Part B of the Circular to Shareholders dated 21 November 2024 for further information.

**TJN CAPITAL SDN. BHD.**

Registration No. 201101037303 (965437-A)  
Level 26 Penthouse, Hilton Garden Inn  
Jalan DM 2 , Taman Desa Millennia  
47150 Puchong , Selangor Darul Ehsan  
Tel: 03-80608188 Fax: 03-80606188

Date: 11 November 2024

The Board of Directors  
TANCO HOLDINGS BERHAD  
No. 1, Jalan Bandar 1  
Pusat Bandar Puchong  
47160 Puchong  
Selangor Darul Ehsan

Dear Sirs,

**NOTICE OF NOMINATION OF MESSRS. KPMG PLT AS AUDITORS**

We, being the substantial shareholder of TANCO HOLDINGS BERHAD (“the Company”), hereby give notice pursuant to Section 271(4) of the Companies Act 2016 of our intention to nominate Messrs. KPMG PLT for appointment as Auditors of the Company for the financial year ending 30 June 2025 in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT, and of our intention to propose the following as an ordinary resolution to be tabled at the forthcoming Annual General Meeting of the Company:

“ To appoint Messrs. KPMG PLT as Auditors of the Company in place of the retiring Auditors, Messrs. Baker Tilly Monteiro Heng PLT for the financial year ending 30 June 2025 and to hold office until the conclusion of the next Annual General Meeting of the Company, and to authorise the Directors to fix their remuneration.”

Thank you.

Yours faithfully,  
For and on behalf of  
TJN CAPITAL SDN. BHD.

*SIGNED*

---

Dato’ Sri Andrew Tan Jun Suan  
Director



# TANCO HOLDINGS BERHAD

Registration No. 195801000190 (3326-K)  
(Incorporated In Malaysia)

## ADMINISTRATIVE GUIDE FOR THE SIXTY-FIFTH ANNUAL GENERAL MEETING

<b>General Meeting</b>	: Sixty-Fifth Annual General Meeting (65 <sup>th</sup> AGM)
<b>Day, Date, and Time of Meeting</b>	: Friday, 20 December 2024 at 10:30 a.m.
<b>Remote Participation and Voting Facilities</b>	: <a href="https://web.vote2u.my">https://web.vote2u.my</a>
<b>Online Meeting Platform</b>	: Vote2U online meeting platform at <a href="https://web.vote2u.my">https://web.vote2u.my</a> provided by Agmo Digital Solutions Sdn Bhd
<b>Domain Registration Numbers with MYNIC</b>	: D6A471702

### FULLY VIRTUAL 65<sup>th</sup> AGM

Tanco Holdings Berhad (“**Tanco**” or the “**Company**”) will conduct its 65<sup>th</sup> AGM on a fully virtual basis through live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities via Vote2U online meeting platform at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

### Entitlement to Participate and Vote Remotely

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at 13 December 2024 shall be eligible to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 65<sup>th</sup> AGM, or appoint proxy(ies)/ the Chairman of the meeting to participate, speak and/or vote on his/her behalf.

### PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

#### ⌘ BEFORE MEETING DAY ⌘

A: REGISTRATION AS USER		
No.	Description	Procedure
i.	Shareholders to Register with Vote2U  ➤ Individual Shareholders	<ol style="list-style-type: none"><li>Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li><li>Select “<b>Sign Up</b>” to sign up as user.</li><li>Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ by clicking on a small box <input type="checkbox"/>. Then select “<b>Next</b>”.</li><li>Fill-in your details – (i) ensure your email address is valid &amp; (ii) create your own password. Then select “<b>Continue</b>”.</li><li>Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo). Then select “<b>Submit</b>” to complete the registration.</li><li>Your registration as user is complete and will be verified against the ROD.</li><li>An email notification will be sent to you.</li></ol> <p><i>Note:</i> If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p>

B: REGISTRATION OF PROXY		
No.	Description	Procedure
i.	<p>Electronic Lodgment of Proxy Form (e-Proxy Form)</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	<p>Registration is open from <b>10:30 a.m., Thursday, 21 November 2024</b> up to <b>10:30 a.m., Wednesday, 18 December 2024</b>.</p> <ol style="list-style-type: none"> <li>a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U.</li> <li>b. Select the general meeting event that you wish to attend.</li> <li>c. Scroll down and select "<b>Register Proxy Now</b>" for e-proxy registration.</li> <li>d. Read and indicate your acceptance of the 'Declarations' by clicking on a small box <input type="checkbox"/>. Then select "<b>Next</b>".</li> <li>e. Select/add your Central Depository System ("<b>CDS</b>") account number and number of shares.</li> <li>f. Select "<b>Appoint Proxy</b>".</li> <li>g. Fill-in the details of your proxy(ies) – ensure proxy(ies) email address(es) is/are valid.</li> <li>h. Indicate your voting instruction should you prefer to do so.</li> <li>i. Thereafter, select "<b>Submit</b>".</li> <li>j. Your submission will be verified.</li> <li>k. After verification, proxy(ies) will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</li> </ol> <p><i>Note:</i>  <i>You being a shareholder of the Company need to register as a user with Vote2U (Please refer above 'A: Registration as User') before you can register a proxy and submit the e-Proxy form.</i></p>
ii.	<p>Submit Proxy Form (hard copy)</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	<p>The hard copy of Proxy Form or Certificate of Appointment of Corporate Representative must reach the Company's Registered Office no later than <b>10:30 a.m., Wednesday, 18 December 2024</b>.</p> <ol style="list-style-type: none"> <li>a. Fill-in the details on the hard copy of Proxy Form by providing the following information: <ul style="list-style-type: none"> <li>○ Proxy(ies) &amp; Corporate Representative <ul style="list-style-type: none"> <li>● Name</li> <li>● Number of MyKAD for Malaysian or passport for non-Malaysian</li> <li>● Address and email address – ensure email address is valid</li> </ul> </li> </ul> </li> <li>b. Corporate Shareholders only – deposit the hard copy of Proxy Form together with the following document to the Company's Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor. <ul style="list-style-type: none"> <li>○ A copy of the Certificate of Appointment as Corporate Representative (please ensure that the email address and contact number of your corporate representative is clearly stated therein).</li> </ul> </li> <li>c. Individual shareholders, authorised nominee and exempt authorised nominee – deposit the hard copy of Proxy Form to the Company's Registered Office at No. 1, Jalan Bandar 1, Pusat Bandar Puchong, 47160 Puchong, Selangor.</li> <li>d. Submitted Proxy Form will be verified.</li> <li>e. After verification, proxy(ies) and corporate representative will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</li> </ol>

⌘ REVOCATION OF PROXY ⌘

No.	Description	Procedure
i.	Revoke a Proxy Electronically <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	a. Log in to Vote2U using your registered email address and password. b. Select general meeting event that you wish to attend. c. Scroll down and select “ <b>Revoke a Proxy</b> ”.  <i>Note:</i> <i>Only applicable to individual shareholders who have appointed proxy(ies) through e-Proxy form.</i>
ii.	Revoke a Proxy <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	Email to the Company Secretarial at <a href="mailto:fionayap@tanco.my">fionayap@tanco.my</a> and <a href="mailto:vickychong@tanco.my">vickychong@tanco.my</a> to revoke the appointment of your proxy(ies).  <i>Note:</i> <i>Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using hard copy of Proxy Form.</i>

⌘ ON GENERAL MEETING DAY ⌘

1. Log in to <https://web.vote2u.my> with your registered email address and password.
  - For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.
2. Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

No.	Description	Procedures
i.	Live Streaming	a. Select “ <b>Watch Live</b> ” button to view the live streaming.
ii.	Ask Question (real-time)	a. Select “ <b>Ask Question</b> ” button to pose a question. b. Type in your question and select “ <b>Submit</b> ”.  <i>Note:</i> <i>The Chairman of the general meeting/ Board of Directors (“Board”) will endeavor to respond to questions submitted by remote shareholders/ proxies/ corporate representatives during the meeting.</i>
iii.	Remote Voting	a. On the main page, scroll down and select “ <b>Confirm Details &amp; Start Voting</b> ”. b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “ <b>Next</b> ” to continue voting for all resolutions. c. To change your vote, click “ <b>Back</b> ” and select another voting choice. d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select “ <b>Confirm</b> ” to submit your vote.  <i>Note:</i> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i>

**⌘ ON GENERAL MEETING DAY ⌘ (continued)**

No.	Description	Procedures
iv.	View Voting Results	a. On the main page, scroll down and select “ <b>View Voting Results</b> ”.
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

**ADDITIONAL INFORMATION**

**Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the poll administrator to conduct the polling process and Quantegic Services Sdn. Bhd. as the independent scrutineers to verify the results of the poll.

**Meeting Platform**

The meeting platform is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016. Vote2U is an online meeting platform that will allow both individual shareholders/proxies and body corporate shareholders to participate, speak (in the form of real-time submission of typed texts) and vote remotely through live streaming using the RPV facilities.

**Pre-Meeting Submission of Questions to the Board**

Shareholders may submit questions to the Board in advance of the 65<sup>th</sup> AGM via Vote2U online meeting platform at <https://web.vote2u.my> by selecting “**Ask Question**” to login, pose and submit questions electronically no later than **Wednesday, 18 December 2024 at 10:30 a.m.** The Board will endeavor to answer the questions received at the 65<sup>th</sup> AGM.

**Recording or Photography**

Unauthorised recording or photography of the proceedings of the 65<sup>th</sup> AGM are **strictly prohibited**.

**No e-Voucher, Gift, and Food Voucher**

There will be no e-Voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

**Notice of 65<sup>th</sup> AGM, Form of Proxy, Annual Report 2024 and Circular to Shareholders dated 21 November 2024 (“Circular to Shareholders”) (collectively referred to as “Documents”)**

The Annual Report 2024 and Circular to Shareholders are available and can be downloaded from the Company’s website at <https://www.tancoholdings.com/investor-relations/#shareholder-meetings> or Bursa Malaysia Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

In line with the Company’s continued commitment to environmental sustainability, shareholders are encouraged to refer to the digital version of the Documents. However, should you require a printed copy of the Documents, please complete the Requisition Form which can be downloaded from the Company’s website at <https://www.tancoholdings.com/investor-relations/#shareholder-meetings> and email it to [corporate@tancoholdings.com](mailto:corporate@tancoholdings.com) or contact Puan Ruzita Abdul Latif at Tel:+6(03) 80708288 Ext: 206.

A printed copy of the Documents will be despatched to you by ordinary post upon receipt of your request.

**Enquiry**

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

Telephone No. : 03-7664 8520 / 03-7664 8521  
 Email : [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)