

**ROHAS TECNIC BERHAD**

Registration No. 199401016997 (302675-A)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE**

for the Thirty-First Annual General Meeting (“31st AGM” or “Meeting”) of Rohas Tecnic Berhad (the “Company”).

Date	: <b>Tuesday, 10 June 2025 at 10:00 a.m. or any adjournment thereof</b>
Time	: <b>10.00 a.m.</b>
Meeting Venue	: <b>Orkid Hall, Level 1, Hotel Royal Kuala Lumpur, Jalan Walter Grenier, 55100 Kuala Lumpur, Malaysia</b>

**1. Entitlement to Attend and Vote**

- In respect of deposited securities, only a depositor whose name appears in the Record of Depositors as at **3 June 2025** shall be eligible to attend the 31<sup>st</sup> AGM or appoint proxy(ies) or corporate representative to attend and/or vote in his/her stead.
- A member is entitled to appoint proxy(ies) to attend and vote in his/her stead by submitting the Form of Proxy in accordance with the notes and instructions as set out in the Notice of the AGM/Form of Proxy.
- If you are unable to attend the 31<sup>st</sup> AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy. Please indicate your voting instructions in the Proxy Form.
- If you wish to attend the Meeting yourself, please do not submit any Form of Proxy. You will not be allowed to attend the Meeting together with proxy(ies) appointed by you.
- The instrument appointing proxy(ies) must be deposited at the office of the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan not less than forty-eight (48) hours before the time for holding the Meeting or any adjournment thereof. Alternatively, Proxy Form may be submitted to Securities Services (Holdings) Sdn. Bhd. (“SSHSB”) via facsimile (Fax No.: 03-2094 9940/ 03-2095 0292) or by email to [info@sshsb.com.my](mailto:info@sshsb.com.my), in either case, not less than forty-eight (48) hours before the time for holding the Meeting or any adjournment thereof.

**2. Poll Voting**

- Pursuant to Rule 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of the AGM will be put to vote by poll.
- The polling processes shall be managed by SSHSB as the Share Registrar and Commercial Quest Sdn Bhd as the independent scrutineers (“Scrutineers”) to verify and validate the results of the poll of the AGM.

**3. Result of the Voting**

The resolutions proposed at the 31<sup>st</sup> AGM and the results of the voting will be announced at the 31<sup>st</sup> AGM and subsequently via an announcement made by the Company through Bursa Securities at [www.bursamalaysia.com](http://www.bursamalaysia.com).

#### **4. Annual Report 2024 and other AGM Documents**

The following documents are available on the Company’s website at <https://rohastecnic.com/annual-reports/> :-

- Annual Report 2024
- Corporate Governance Report 2024.
- Notice of 31<sup>st</sup> AGM, Proxy Form, Letter to Shareholders and Administrative Guide for the 31<sup>st</sup> AGM.

We encourage viewing the e-versions of the above documents. However, if you require a printed copy of the Annual Report 2024, you may request a printed copy of the Annual Report 2024 by log on to the weblink provided by the Company’s Share Registrar as follows:-

- Step 1 - Visit <https://www.sshsb.com.my/new/requestarep.aspx>  
Step 2 - Key in “Rohas Tecnic Berhad” and complete the online request form  
Step 3 - Click the “Send” button to submit your request

Should you have any queries on the foregoing, please do not hesitate to contact the Company’s Share Registrar at their general line +603-2084 9000 to speak with Puan Norhasliliwati or Cik Nur Suhaila.

The printed copy of the Annual Report 2024 will be sent to you by ordinary post within four (4) market days from the date of receipt of your request. Please note that printed copy of the Annual Report 2024 will be available only upon request.

*\*There may be delays in Annual Report delivery by ordinary post and responses to queries by mail.*

#### **5. Communication Guide**

Shareholders are reminded to monitor the Company’s website and announcements for any changes relating to the 31<sup>st</sup> AGM arrangements.

#### **6. Location**

The Meeting Venue is located at Hotel Royal Kuala Lumpur, Jalan Walter Grenier, Bukit Bintang, Kuala Lumpur, with convenient access via public transportation. The nearest stations are Bukit Bintang Monorail Station (3-minute walk) and Bukit Bintang MRT Station (8-minute walk). From either station, follow the signage towards Jalan Walter Grenier. Hotel Royal Kuala Lumpur is situated just a short walk away, within the vibrant Bukit Bintang shopping and entertainment district.

#### **7. On-Site Parking**

On-site parking is available at the visitor parking bays of Hotel Royal Kuala Lumpur at a flat rate of RM15.00. Attendees are required to inform the valet staff that they are attending the AGM for Rohas Tecnic Berhad upon arrival. Payment is accepted via QR code or cash only. Kindly note that credit and debit cards will not be accepted. **Please note that there are limited parking lots available and is on a first-come, first-served basis.**

## **8. Registration**

- Registration will commence at 8:30 a.m. and will end at a time as directed by the Chairman of the Meeting.
- Please present your original MyKad/Passport (for foreigner) at the registration counter and make sure you collect your MyKad/Passport thereafter.
- Once registered, you will be given a wristband for entry to the AGM venue. No person will be allowed to enter the venue without wearing the wristband.
- There will be no replacement of wristband in the event that you lose or misplace the wristband.
- No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
- The registration counter will only handle your registration. If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counter in the same area.

## **9. Refreshment and door gift(s)**

- Light refreshment will be served before the commencement of the 31<sup>st</sup> AGM.
- There will be no distribution of door gift(s) or vouchers at the 31<sup>st</sup> AGM.

## **10. Other Information**

- Strictly **NO RECORDING OR PHOTOGRAPHY** of the 31<sup>st</sup> AGM proceedings is allowed.
- The Company reserves the right to deny entry to any individual who does not comply with the above standard operating procedures.

## **11. Enquiries**

If you have any enquiries prior to the Meeting, please contact the following persons during office hours, Mondays to Fridays from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. (except on public holidays):-

### **Securities Services (Holdings) Sdn. Bhd.**

General Line : 603 - 2084 9000  
Fax : 603 - 2094 9940 / +603 2095 0292  
Email : [info@sshshb.com.my](mailto:info@sshshb.com.my)

### **Contact Person**

- Puan Norhasliliwati (DID: +603 20849163)
- Cik Nur Suhaila (DID: +603 2084 9169)