

Administrative Guide for the Thirty-Third Annual General Meeting ("33RD AGM") of Bina Puri Holdings Bhd.

Date : Friday, 6 December 2024
Time : 3.00 p.m.
Meeting Platform : TIIH online website at <https://tiih.online>

Mode of Meeting

- The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the Thirty-Third Annual General Meeting ("33rd AGM") on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting ("RPV") facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd's ("Tricor") **TIIH Online** website at <https://tiih.online>.
- The broadcast venue of the 33rd AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. No shareholders/proxy(ies) from the public is allowed to be physically present at the broadcast venue.
- We **strongly encourage** you to attend the 33rd AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 33rd AGM.

Remote Participation and Voting

- The RPV facilities are available on Tricor's **TIIH Online** website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "**participate**") remotely at the 33rd AGM using RPV facilities from Tricor.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

Procedures to Remote Participation and Voting via RPV Facilities

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the AGM using the RPV facilities:

Before the AGM Day

Procedure	Action
i. Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access to website at https://tiih.online. Register as a user under the "e-Services" select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance.Registration as a user will be approved within one (1) working day and you will be notified via e-mail.If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
ii. Submit your request to attend 33 rd AGM remotely	<ul style="list-style-type: none">Registration is open from Wednesday, 30 October 2024 until the day of the 33rd AGM on Friday, 6 December 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 33rd AGM to ascertain their eligibility to participate the 33rd AGM using the RPV.Login with your user ID (i.e., e-mail address) and password and select the corporate event: (Registration) Bina Puri Holdings Bhd 33rd AGMRead and agree to the Terms & Conditions and confirm the Declaration.Select "Register for Remote Participation and Voting".Review your registration and proceed to register.

Administrative Guide for the Thirty-Third Annual General Meeting (“33RD AGM”) of Bina Puri Holdings Bhd. (Cont’d)

	<ul style="list-style-type: none"> • System will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the Record of Depositors as at 29 November 2024, the system will send you an e-mail after 4 December 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
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On the AGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 33rd AGM at any time from 2.00 p.m. i.e. 1 hour before the commencement of meeting at 3.00 p.m. on Friday, 6 December 2024.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: (Live Stream Meeting) Bina Puri Holdings Bhd 33rd AGM to engage in the proceedings of the 33rd AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
iii. Online remote voting	<ul style="list-style-type: none"> • Voting session commences from 3.00 p.m. on Friday, 6 December 2024 until a time when the Chairman announces the end of the session. • Select the corporate event: (Remote Voting) Bina Puri Holdings Bhd 33rd AGM or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
iv. End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the conclusion of the 33rd AGM, the Live Streaming will end.

Note to users of the RPV facilities:

- (i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

Entitlement to Participate and Appointment of Proxy

- Only members whose names appear on the Record of Depositors as at 29 November 2024 shall be eligible to attend, speak and vote at the 33rd AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

Administrative Guide for the Thirty-Third Annual General Meeting (“33RD AGM”) of Bina Puri Holdings Bhd. (Cont’d)

- In view that the 33rd AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 33rd AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to participate in the 33rd AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 33rd AGM shall be deposited at the office of the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not later than **Wednesday, 4 December 2024 at 3.00 p.m.**

Voting at Meeting

- The voting at the 33rd AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Malaysia**”). The Company has appointed Tricor to conduct the poll voting electronically (“**e-voting**”) via Tricor e-Vote application (“**Tricor e-Vote App**”) and Coopers Professional Scrutineers Sdn Bhd as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 33rd AGM at 3.00 p.m. Kindly refer to “Procedures to Remote Participation and Voting via RPV Facilities” provided above for guidance on how to vote remotely via TIIH Online.

Results of the voting

- The resolutions proposed at the 33rd AGM and the results of the voting will be announced at the 33rd AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

No Breakfast / Lunch Pack, Door Gift or Food Voucher

- There will be no distribution of breakfast / lunch packs, door gifts or food vouchers during the 33rd AGM since the meeting is being conducted on a virtual basis.

Pre-Meeting Submission of Questions to the Board of Directors

- The Board recognises that the 33rd AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 33rd AGM, shareholders may in advance, before the 33rd AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiah.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than 4 December 2024. The Board of Directors will endeavor to address the questions received at the 33rd AGM.

No Recording of Photography

- Unauthorised recording and photography are strictly prohibited at the 33rd AGM.

Administrative Guide for the Thirty-Third Annual General Meeting (“33RD AGM”) of Bina Puri Holdings Bhd. (Cont’d)

Annual Report

- The Annual Report and Circular to Shareholders are available on the Company’s website at www.binapuri.com.my and Bursa Malaysia’s website at www.bursamalaysia.com under Company’s announcements.
- You may request for a printed copy of the Annual Report and Circular to Shareholders at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services”.
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report and Circular to Shareholders. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

Enquiry

- If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor at +603-2783 9299 during office hours i.e., from 8.30 a.m. to 5.30 p.m. (Monday to Friday).